

HertzWu, Sara

From: Courtney, James (IHS/BIL) <James.Courtney@ihs.gov>
Sent: Wednesday, November 20, 2019 1:41 PM
To: Huston, Liz; Kleffner, Erin
Cc: HertzWu, Sara
Subject: RE: Relevant Information for EPA Region 7 Enforcement with ADAMAS
Attachments: FW: Payments; Site Safety Plan ADAMAS

From: Courtney, James (IHS/BIL)
Sent: Wednesday, November 20, 2019 12:33 PM
To: 'Huston, Liz' <Huston.Liz@epa.gov>; 'kleffner.erin@epa.gov' <kleffner.erin@epa.gov>
Cc: 'HertzWu.Sara@epa.gov' <HertzWu.Sara@epa.gov>
Subject: FW: Relevant Information for EPA Region 7 Enforcement with ADAMAS

From: Courtney, James (IHS/BIL)
Sent: Wednesday, November 20, 2019 12:29 PM
To: 'Huston, Liz' <Huston.Liz@epa.gov>; 'Kleffner, Erin' <kleffner.erin@epa.gov>
Cc: 'HertzWu, Sara' <HertzWu.Sara@epa.gov>; White, Jim (IHS/BIL) <Jim.White@ihs.gov>
Subject: RE: Relevant Information for EPA Region 7 Enforcement with ADAMAS

Erin & Liz,

You are welcome. Attached is the information described in my email below. Additional information is attached that may be relevant to your filing.

The ADAMAS site safety plan also indicates responsibility for following 503 for the project (attached in "Site Safety Plan ADAMAS", pg. 6).

An email from Nathan Pierce on 4/30/18 indicates ADAMAS construction would perform the application and adhere to 503 requirements (attached in "Re: Map for Lagoon Project").

The schedule submitted by Nathan Pierce includes "Begin Bio-Solid/Sludge Application" and "Land Application Complete" as milestones (attached in "Updated Schedule").

An email from Nathan Pierce on 7/9/18 stating desire to submit a final payment request for application and hauling of the sludge (attached, "Update Lame Deer sludge Removal").

An email from Nathan Pierce on 7/16/18 stating that ADAMAS would be beginning land application of the sludge (attached, "Re: Sludge Application on Tom Robinson Property")

An email from Nathan Pierce on 8/16/18 requesting payment for application of the sludge (attached, "Lame Deer Lagoon Project").

James Courtney, P.E.
LT, USPHS
Environmental Engineer

Billings Area, Indian Health Service
2900 4th Ave., Billings, MT 59101
| P 406.247.7094 | C 406.696.7284 | James.Courtney@IHS.gov

From: Huston, Liz <Huston.Liz@epa.gov>
Sent: Wednesday, November 20, 2019 6:17 AM
To: Kleffner, Erin <kleffner.erin@epa.gov>; Courtney, James (IHS/BIL) <James.Courtney@ihs.gov>
Cc: HertzWu, Sara <HertzWu.Sara@epa.gov>
Subject: RE: Relevant Information for EPA Region 7 Enforcement with ADAMAS

James, We really appreciate your assistance on this. The information described below is really helpful to us. Is there any chance you could email the documents described below? We are especially interested in the invoices for sludge application/equipment and really all invoices related to the entire Lame Deer Sludge Removal project. We have a court filing due next week and we'd like to include the information described below if possible.

Thanks
Liz

From: Kleffner, Erin <kleffner.erin@epa.gov>
Sent: Wednesday, November 20, 2019 6:14 AM
To: James Courtney <james.courtney@ihs.gov>
Cc: HertzWu, Sara <HertzWu.Sara@epa.gov>; Huston, Liz <Huston.Liz@epa.gov>
Subject: RE: Relevant Information for EPA Region 7 Enforcement with ADAMAS

Yes, please send me the information as soon as possible. Thanks!

From: Courtney, James (IHS/BIL) <James.Courtney@ihs.gov>
Sent: Tuesday, November 19, 2019 5:56 PM
To: Kleffner, Erin <kleffner.erin@epa.gov>
Cc: White, Jim (IHS/BIL) <Jim.White@ihs.gov>
Subject: FW: Relevant Information for EPA Region 7 Enforcement with ADAMAS

Erin,

I am able to share information that may be of interest to your office for the ongoing enforcement action with ADAMAS. The summary of the information is presented in the below email from November 15, 2019. Please let me know if you are interested in this being sent to you.

James Courtney, P.E.
LT, USPHS
Environmental Engineer
Billings Area, Indian Health Service
2900 4th Ave., Billings, MT 59101
| P 406.247.7094 | C 406.696.7284 | James.Courtney@IHS.gov

From: Fahlstedt, Gary (HHS/OGC) <GARY.FAHLSTEDT@HHS.GOV>
Sent: Tuesday, November 19, 2019 2:43 PM
To: White, Jim (IHS/BIL) <Jim.White@ihs.gov>
Subject: RE: Relevant Information for EPA Region 7 Enforcement with ADAMAS

Hi Jim—

Sorry for the delay in responding. It does not appear that any of the information you describe would be subject to the Privacy Act. The Privacy act applies to systems of records where the records are retrievable by a personal identifier such as a name or SSN. Nor does the information need to be released through the Freedom of information Act (FOIA) process since that process does not apply to records released to other federal agencies. So you can share the information with the EPA freely.

Gary Fahlstedt
Assistant Regional Counsel
Department of Health and Human Services, Region VIII
Byron Rogers Federal Building
1961 Stout Street, Room 08-148
Denver, CO 80294
Phone: 303-844-7803

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From: White, Jim (IHS/BIL) <Jim.White@ihs.gov>
Sent: Friday, November 15, 2019 11:43 AM
To: Fahlstedt, Gary (HHS/OGC) <GARY.FAHLSTEDT@HHS.GOV>; Helmer, Burke (IHS/BIL) <Burke.Helmer@ihs.gov>
Cc: Courtney, James (IHS/BIL) <James.Courtney@ihs.gov>; White, Jim (IHS/BIL) <Jim.White@ihs.gov>
Subject: FW: Relevant Information for EPA Region 7 Enforcement with ADAMAS

Gary,

This correspondence concerns the Billings Area Sanitation Facilities Program (SFC) and the Lame Deer lagoon sludge removal effort performed by ADAMAS LLC. Although ADAMAS has successfully reached a settlement with the Northern Cheyenne Tribe concerning the sludge removal, ADAMAS continues to be involved in an ongoing enforcement action with the EPA concerning the sludge application. On 11/13/19, the Northern Cheyenne Field Engineer, James Courtney, included me on a phone call he received from EPA Region 7. Erin Kleffner and an EPA attorney, from the Enforcement & Compliance Assurance Division, discussed that ADAMAS Construction is asserting no responsibility for the sludge application meeting 40 CFR 503 (b) regulations. The EPA is not in concurrence with ADAMAS' assertion of not needing to meet the regulations and believes litigation will be necessary for their enforcement action. The SFC program has information that would likely be useful for the EPA's ongoing enforcement action. The EPA would likely be interested in the following information:

- *Email correspondence from ADAMAS' attorney asserting "no possible 503 violation" and that payment will be requested after "a decision in ADAMAS' favor by EPA".*
- *ADAMAS's invoice that includes sludge application.*
- *The agreement between ADAMAS and the Utility (NCUC) that includes payment for sludge application.*
- *Email correspondence from Nathan Pierce on 8/26/18:*
 - *"As you have already represented that there was an agreed settlement of 2/3 of the contract amount or 600,000 gallons of sludge removed, it would seem no further documentation would be required, as it is*

an agreed settlement between IHS and our company. 600,000 gallon has been removed, applied and hauled per the agreed settlement. "

- *Email correspondence from Nathan Pierce on 7/29/18:*
 - *"Our company will always comply with the rules and regulations necessary to protect the environment and waterways of the United states. It appears from the EPA 503 regulations NCUC and their subcontractors are exempt from EPA permit/reporting requirements."*
 - *"Our company is dedicated to ensuring that this job is complete and that we will make sure that it is done within the rules and regulations that apply to the project. I figured our company's dedication to the Norther Cheyenne tribe and its communities, U.S. water ways and the environment would be evident in our company's actions to date."*
- *Email correspondence from Nathan Pierce on 6/21/18:*
 - *From the attached "Detailed invoice":*
 - *40 units billed at \$52.50/unit (\$2,100.00) for "Supervision (Sludge Application) pay + Benefits"*
 - *40 units billed at \$738.65/unit (\$29,546.00) for "Sludge Application Equipment"*
- *Email correspondence from Nathan Pierce on 4/21/18:*
 - *"The land application equipment will be a High Flow Liquid Fertilizer wheel injector or other method allowed by EPA and/or MTDEQ rules and regulations to include rain bird sprinklers or pivot lines."*
 - *From the attached SOW:*
 - *"It is understood that ADAMAS and Nathan Pierce have been subcontracted by NCUC to be the project manager and technical consultant for this project."*
 - *"Work will be completed according to the standards of the Northern Cheyenne Tribal Regulations, U.S. Environmental Protection Agency (EPA) including EPA Part 503 Complaint 40 U.S.C. 503 et. seq., Montana Department of Environmental Quality (DEQ) including DEQ Circular 2, Chapter 80-89, and will demonstrate compliance with applicable laws, rules and regulations to include but not limited to the Montana Water Quality Act non-degradation and Hazardous Waste Disposal requirements, Title 75, Chapter 5, MCA and the Federal Water Pollution Control act, 33 U.S.C. 1251 et. seq.,"*
 - *"Sludge will be removed from frack tanks and land applied allowed by the EPA 503 regulations and/or allowed by the MTDEQ."*

Are you agreeable to this information being shared with EPA Region 7?

- Jim White

Jim
James White, P.E., M.E., FAC-COR III
Director, Division of Sanitation Facilities Construction
2900 4th Ave., Billings, MT 59101
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James Courtney, P.E.
LT, USPHS
Environmental Engineer
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HertzWu, Sara

From: Allen, Quentin B (IHS/BIL) <Quentin.Allen@ihs.gov>
Sent: Monday, August 27, 2018 1:05 PM
To: James Courtney
Subject: FW: Payments
Attachments: B16-N39 Pre-Construction Meeting Minutes for Sludge Removal 5-17-18.pdf; Lame Deer Sewer Main Camera and Cleaning.pdf; Lame Deer Sewer Lagoon Sludge Removal.pdf; Dion Screen shot.pdf; TERO Letter Michelle Pierce.pdf; TERO Letter Sean Badbear.pdf; TERO Letter Frank Backbone.pdf; Sean Badbear.pdf; Frank Backbone.pdf

Quentin Allen, PE
(406) 247-7092
Quentin.Allen@ihs.gov

From: ADAMAS CONSTRUCTION And DEVELOPMENT SERVICES PLLC <adamas.mt.406@gmail.com>
Sent: Sunday, August 26, 2018 2:05 PM
To: Dion Killsback <dkillsback77@gmail.com>
Cc: Doris Limberhand <d_lhand@yahoo.com>; White, Jim (IHS/BIL) <Jim.White@ihs.gov>; Killsback, L. Jace <voaxaa@hotmail.com>; william.walksalong@cheyennenation.com; Dana.Eaglefeathers@cheyennenation.com; Merlin.Sioux@cheyennenation.com; William Rowland <edselrow@gmail.com>; Debra.Charette@cheyennenation.com; Sheldon.King@cheyennenation.com; Vernon.Small@cheyennenation.com; Allen, Quentin B (IHS/BIL) <Quentin.Allen@ihs.gov>; Waylon.Rogers@cheyennenation.com
Subject: Re: Payments

Mr. Killsback,
Thank you for the response.

I want to start by saying, I have respect for you and appreciate all the help you have given to our company. I must also commend you on doing a excellent job representing the NCUC and Northern Cheyenne Nation throughout this process. I hope people on this thread understand your challenges in representing the GM client you have to work with at NCUC. Your obligation is to represent your client to the best of your abilities, with the information provided to you from your client and you have done that admirably.

As you have mentioned the NC tribal Administrator, council members, and president Jace Killsback, I feel it is appropriate to include them on this email thread. I did not include the entire council and request this email be forwarded to the entire council.

I want to also point out, I understand you have a lot on your plate right now and may have forgotten some key details, facts or conversations we had, or may not have been relayed to you by your GM client.

1. As to you are asserting: "I do not have an attorney-client relationship with ADAMAS Construction, nor have I held myself out to represent ADAMAS Construction either directly or indirectly," I would submit to you the screen shot of the text messages conversation between you and I. These messages clearly show, I asked you to directly represent our company and you stated "you can already speak on our behalf as we are a subcontractor of NCUC." This appears to indicating that our company was directly represented by you and under the NCUC umbrella. How can you assert you are our direct representation in talks with IHS, then claim you don't represent our company? I gave you the option of

representing our company independently and you, as the legal council for NCUC, indicated our company was under the NCUC umbrella.

Furthermore, I will remind you of the conversation and invitation sent at your request as well as the request of Sheri Bement, to include my wife and myself, at Applebee's in Billings Montana, in which you said you would like to help expand our company into Crow Nation country. This would seem to indicate an indirect representation of our company on your behalf. (See signed statement from Michelle Pierce) I apologize if I mistook your intention but it seemed clear at the time what our relationship was or is. I believe it is also important to note, that as of April of this year Sheri Bement, signed and submitted a application to the State of Montana naming me the Sewer Operator for the reservation systems. This seems again I would fall under the NCUC umbrella as the sewer operator. She also represented to EPA Akash Johnson that I was the Sewer Operator. Again, If I mistook you being our representative directly or indirectly, with all these facts, I apologize .

2. It was agreed that the contract should be terminated at the insistence of Josh Jabalera with MAP and per the EPA conference call, until the lift station was repaired and prevented from dumping trash and sludge into cell number two. Indian Health Services and several contractors were working on the lift station Friday to ensure that process would happen. Clearly Indian Health Services has agree to pay our company for two-thirds of the contract price, for the work we did on your behalf, so it would appear we did a considerable amount on behalf of the NCUC despite your GM clients breach of contracts. Also according to Mr. William Walksalong in photos submitted to him there seem to be a minimum of 3 to 4 feet of sludge in cell number two before we began sludge removal, and based on our conversation with IHS about 1.0 feet of sludge per average is left on the bottom of the pond, this with our repeated emails to IHS indicating more sludge than initially estimated, again clearly indicates a large amount of sludge removed by our company, despite the fact I was contracted only to be a PM and consultant. (See attached proposal)

4. As you have already represented that there was an agreed settlement of 2/3 of the contract amount or 600,000 gallons of sludge removed, it would seem no further documentation would be required, as it is an agreed settlement between IHS and our company. 600,000 gallon has been removed, applied and hauled per the agreed settlement.

Furthermore per the attached minutes and proposals, clearly indicating our company was a Technical Consultant and per IHS instance NCUC was supposed to do the work and IHS had no Contractual relationship with ADAMAS, this seems it would be NCUC responsibility to produce such documents. Your client breached that agreement and we continued with the project to ensure the Northern Cheyenne Community could get an upgrade to the sewer lagoons.

However I'm willing to work directly with you to ensure we can come to a resolution, so that payment can be processed promptly for the sludge removal project.

5. The Sludge removal project is not the only outstanding invoices or monies owed our Company by the NCUC; (a) During the NCUC Christmas party you said the NCUC board authorized the trade of the Blue F-650 sewer pump truck for an outstanding invoice NCUC owed our company, to date Sheri has not given us a clear title or keys to the vehicle, when we ask she says she will get Doris or Ethaline to look into it; (b) when we began these projects Sheri did not have the money to pay her crew for the scatter site work and demanded our company pay her crew, when it was not our responsibility, we have requested reimbursement several times (c) at Sherry's insistence we started the sewer camera and cleaning project to include bringing our engineer to the Northern Cheyenne reservation to brief the ncuc crew and begin his inspections, for the conference call with EPA Amy Swanson earlier this month you represented that we were in a "holding pattern", we need paid for this work (d) we have had an outstanding invoice for more than 90 days, for work on the post office and other projects and mileage, which Doris has made partial payment, but has not paid us in full, that also needs to be paid. (e) Indian Health Services released a payment based upon their verification of our work, to the NCUC for over \$6,000, more than two and a half weeks ago Sheri claimed that this payment was coming to us, yet it has never been delivered, this payment needs to be disbursed as verification was completed by IHS before issuing the check. For these long outstanding balances not only owed to our company but many other companies and including

former employees, coupled with the other safety and health related issues, we have had no other choice but to reach out to the council.

6. As to your assertion that: "*The Northern Cheyenne Tribe, the President, Administrator and Tribal Council do not have any authority to process payment or expedite the process outlined above,*" it would seem, as the Northern Cheyenne Tribal Administrator, Council, and President are a legally elected representative body of a sovereign nation, they would have jurisdiction over all matters within the boundaries of the reservation; Also as the Northern Cheyenne Tribal council and president is a party to the contract in question, it would seem again they would have some say in the matter. You are right however comments between you and I outside processing ALL payments owed to our company, is counter productive and I agree to keep our discussions to the topic payments alone after this email. Please release the verified fund immediately.

7. As for ADAMAS Construction not being a consultant of NCUC anymore we happily agree with this point and respectful request you inform the MTDEQ I am no longer the Temporary Sewer Operator for the NCUC. While we are dedicated to helping the Northern Cheyenne People, communities, Council, President, NCUC Crews to include you, we are unable work with your GM.

I sent you a email on the 22nd after our meeting with IHS on the 21st, that I wanted to seek resolution outside legal actions and I appreciate you responding. I hope we can keep this positive dialog going moving forward.

Respectfully,

Nathan Pierce

On Aug 24, 2018 4:52 PM, "Dion Killsback" <dkillsback77@gmail.com> wrote:

Mr. Pierce,

Thank you for your email. I am the attorney for the Northern Cheyenne Utilities Commission. I do not have an attorney-client relationship with ADAMAS Construction, nor have I held myself out to represent ADAMAS Construction either directly or indirectly. I have informed you that the NCUC is responsible for the performance of the sludge removal and ADAMAS Construction, as a sub-contractor, I represented the NCUC's interest in trying to complete the project and subsequently engaged in attempting to resolve the calculation of overall sludge removal on NCUC and ADAMAS Construction's behalf. It is in this context and only in this context I represented both NCUC and ADAMAS Construction met with Indian Health Service on August 21, 2018 in an attempt to salvage the sludge removal project for Lame Deer Lagoon.

However, the Indian Health Service has recommended to cancel the contract for the sludge removal. The NCUC has cancelled the contract. Upon the cancellation it was understood that ADAMAS Construction would complete the application of the remaining stored sludge; and that ADAMAS Construction would provide documentation of the volume of application to NCUC in order to process payment.

Indian Health Service and NCUC and ADAMAS Construction have agreed to a settlement of the sludge removal at 600,000 gallons or approximately 2/3 of the overall contract, where ADAMAS Construction will be compensated accordingly.

In order to process your payment there are several things that must occur: 1) application of sludge should be completed; 2) the documentation to support your work should also be completed; 3) NCUC and IHS will review the work completed and supporting documentation; 4) once both NCUC and IHS have been satisfied with the submissions from ADAMAS Construction a waiver and release of claims will be need to be executed by you; 5) payment will be processed, minus any costs associated.

The Northern Cheyenne Tribe, the President, Administrator and Tribal Council do not have any authority to process payment or expedite the process outlined above. Allegations and statements that go beyond the sludge removal work are not relevant for processing this payment, and if anything only complicate matters for NCUC and may actually cause delay in the processing of payment.

I am not authorized to provide you legal advice as I am not your attorney. However, based on your statement upon leaving the meeting on August 21, 2018 you indicated that you would be seeking legal counsel. I have therefore, instructed the NCUC staff to refrain from contacting you and ask that you also refrain from NCUC and direct all communication to my office.

ADAMAS Construction is no longer a consultant and is no longer a contractor of NCUC. ADAMAS Construction is not authorized to speak, work or represent in any manner on behalf of the NCUC. Other than the completion of the application of remaining sludge in your storage facilities, this is the only work authorized by NCUC for ADAMAS Construction to complete.

Thank you for your attention to this matter in advance.

Dion Killsback, Esq.

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On Aug 22, 2018, at 9:05 PM, ADAMAS CONSTRUCTION And DEVELOPMENT SERVICES PLLC <adamas.mt.406@gmail.com> wrote:

Dion,

My previous message to you was for you, with Sheri given a courtesy copy. She directed us to contact you directly, when we did that, Sheri contacts us directly to threatening legal action, then accuses us of being unprofessional, despite the fact all communications have been via email or text message, since yesterday's meeting with IHS.

I have received Sheri Bements email regarding legal action against our company.

You have told us that we are a subcontractor of ncuc and as such you are also our legal representative. It appears there is a conflict of interest with this arrangement, as Sheri is demanding us speak to you only, as her legal counsel. (Text message)

I truly hope that we can avoid legal action, as we will be required to depose Miss Bement and request Financial records regarding her allegations of slander in our deposition.

We have Financial records, emails and text messages from Sheri, on 6/18/2018, very unprofessionally demanding our company, pay her employees for the Julia Rodgers project, (Bryce Harison, Emily Evans) at the wage rate we asserted. This was a payment our company should not have paid and we have requested reimbursal several times, to no avail. Sheri removed us from this project, when we brought up site safety issue, and violations, by her husband, Jim Bement. Clearly putting her husband ahead of crew safety.

Frank Backbone and Sean Badbear are former NCUC employees and are employed with our company now, they have spoken with Mr. William Walksalong about the issue of Sheri cheating them out of wages and earnings. Also, her inability to understand the basic concepts of running a construction or utility business. They will also be bring forward notarize statements, regarding Sheri's apathy towards being at the office and their inability to perform basic safety functions for the communities, such a delivering chlorine to water systems for more than a month, due to her actions and directives. The list of violations go on.

How is stating the facts slander or erroneous and when our records show she has paid her husband and Sister the wages we are claiming? How will NCUC pay for the legal expenses, caused by Sheri, if they can't pay the contractors they have hired or not provide basic safety functions for the Northern Cheyenne communities?

As the legal council for the NCUC board, it seems they need your positive guidance and intelligence, to assist them to a better path or solution than the one Sheri is attempting to take them down.

As we have operated on the NC reservation, since the Boys and Girls club break, with honor and to the benefit of NCUC and we are receiving this type of treatment, we have no choice but to forward all pertinent information regarding this matter and other work performed, to the Northern Cheyenne Tribal Administrator and all legal entities involved.

Our company without dispute negotiated the contracts with IHS, to include submitting site safety plans, submittals, purchasing a vac truck and several other verifiable fact, in order to benefit ncuc employees. Sheri took this benefit of ncuc employees and gave it directly to her family. None of the long-term employees including Raymond Pine, Sean badbear, Frank backbone, received any advanced wages, in fact they all got fired, by Sheri. Our company did not get rewarded for all our effort, we got fired.

Yet on the EPA call she is misrepresenting to government officials, she is unable find employees and she is out of money, despite the fact she took her crew(Jim Bement-Husband, Loy Bryant, Emily Evans - sister, Bryce Harris-husbands best friend) on a "retreat" to the Montana Fair and paid for hotels rooms. This money should have been spent on critical issues for the Northern Cheyenne communities.

It is always our deepest desire to work with our clients in a positive manner, to achieve effective goals for the projects we are involved in. We hope you can bring reason back to this issue.

One other issue, while talking to Mr. Walksalong, he informed us that he has pictures submitted to him, showing at or near 4 feet of sludge in cell #2. As IHS stated the average was less than 1 foot with the most recent testing, after our removal efforts, this reaffirms our claim that we removed over 1,000,000 gallons of sludge and respectful request payment in full for the 1,000,000 gallons but also for the additional amount removed.

Submitted respectfully,

Nathan Pierce

ADAMAS Construction and Development

On Wed, Aug 22, 2018, 3:50 PM Sheri Bement <bement.sheri@gmail.com> wrote:

Nathan

I will be retaining legal council to respond to your slanderous and erroneous allegations against me. They are untrue and inaccurate. I ask that you refrain from contacting me further due to your unprofessional conduct.

Sheri NCUC GM

On Wed, Aug 22, 2018 at 3:26 PM ADAMAS CONSTRUCTION And DEVELOPMENT SERVICES PLLC <adamas.mt.406@gmail.com> wrote:

Dion,

We sat in the IHS office yesterday and we all agreed that our company has be credited by IHS as pumping, hauling and application of 600,000/gallons. IHS submitted payment to your office for the work we did in the past month for over \$6,000.00.

Our company has operated honorably and without haste on all your projects spanning back over 1.5 years. I feel this treatment is unnecessary and I think it's to cover Sheri Bements embezzlement of NCUC funds to the benefit of her immediate family. She is currently paying her husband 37.50 an hour far beyond davis-bacon wage for a heavy equipment operator she pays her sister and her husband's best friend 22.50 an hour respectively. All other employees make less than 12 per hour.

Our company negotiated the Lagoon project, Scattered site work and Camera and cleaning projects. We sent all submittals to IHS including site safety plans we brought down Engineers brief your staff and trained them.

For our efforts Sheri has besmirched our name and used us as a scapegoat for her mismanagement, ineptitude and apathy towards her job.

Currently two of her former employee Forman work for me and her employees have requested jobs with our company as they appreciate the way we treat them with dignity and respect.

We have waited for months for payments and now we are expected to not get paid at all???

We have spent over \$70,000 dollars of our money to advance projects for NCUC ans the Northern Cheyenne communities only to be treat with contempt and disrespect for Mr. Bement.

This is not proper business and this is not how honorable people act.
I know you are honorable and you work for the Utility Commission, I am hoping that together we can work to avoid legal challenges.

Please send prompt payment to avoid legal action.

On Aug 22, 2018 2:31 PM, "Sheri Bement" <bement.sheri@gmail.com> wrote:

Nathan

I am in receipt of your email advising that you will be at the NCUC office to pick up payment for the lagoon project. Please be advised that we have consulted our attorney, Mr Dion Killsback, and I have been directed by him that all future correspondents and inquiries regarding the Lame Deer lagoon project and payments shall be directed to our legal council. Please contact him as you have Mr Killsback contact information.

Thank you.

Sheri

On Tue, Aug 21, 2018 at 10:33 AM, ADAMAS CONSTRUCTION And DEVELOPMENT SERVICES PLLC <adamas.mt.406@gmail.com> wrote:

Good morning,

Last week we requested dispersal of the payment submitted by IHS to your organization for our work on the Lagoon Project. I certainly understand NCUC was dealing with a crisis and had the loss of a crew member, resulting in the inability to get payment made.

I will be down to Lame Deer today and respectfully request payment be available for pick up for this project as well as the C&C project and all other outstanding invoice balances. we have had outstanding balances on invoices for more than 90 day and need to pay our bills and creditors.

Best regards,

--

Nathan Pierce - Owner/General Manager

ADAMAS Construction & Development Services PLLC

PH: 1-406-697-3022

EMAIL: ADAMAS.MT.406@GMAIL.COM

CONTRACTOR REGISTRATION# 228703

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~ GENERAL CONTRACTOR - COMMERCIAL - INDUSTRIAL - RESIDENTIAL - MUNICIPAL ~



Date: May 18, 2018
From: James Courtney, EIT
Subject: Pre-Construction Meeting Minutes
Project: BI 16-N39: Lame Deer Lagoon Sludge Removal
To: Record

Billings Area
Indian Health Service
2900 4th Avenue North
P.O. Box 36600
Billings, MT 59107

A Pre-Construction meeting for the above referenced project was held on Thursday May 17th, 2018 from 1300 to 1500 hours at the Billings Area IHS SFC conference room in Billings, MT. The meeting also addressed the pre-construction of the Northern Cheyenne Scattered Housing work. Quentin Allen led the portion of the meeting covering the pre-construction for the Scattered Housing work.

The following were in attendance:

- James Courtney, IHS, Project Engineer
- Jim White, IHS SFC Director
- Quentin Allen, IHS Engineer
- Jason Schneider, IHS Engineer
- George Cummins, IHS Construction Inspector
- Sheri Bement, Northern Cheyenne Utilities Commission (NCUC) General Manager
- Dion KILLSBACK, NCUC Attorney
- Nathan Pierce, Subcontractor to NCUC / ADAMAS PLLC
- Michelle Pierce, Affiliate of ADAMAS PLLC

In addition to the attached Pre-Construction Meeting Agenda, the following items were discussed:

- I stated that because the project is funded by the EPA, the IHS is restricted for how the funds may be spent.
- I reiterated that NCUC is responsible for the sludge removal work and that IHS's relationship isn't with ADAMAS PLLC for this project.
- Nathan Pierce asked about what the process would be if additional sludge would be required to be removed. I responded that the agreement requires a notification from NCUC when 90% of the sludge is removed and that the possibility of additional sludge being removed could be addressed at that time.
- I stated that soil testing should be considered if the sludge will be applied to land that hasn't been tested in accordance with the EPA 503 requirements and that NCUC is ultimately responsible for following the requirements.
- I stated that Sheri, Nathan, and I visited the site on 5/16/18 and that the sludge removal plan appeared to be appropriate.
- At the conclusion of addressing the items in the agenda, there were no questions.

If there are any questions or additional comments, please contact me at (406) 247-7094.

Attachments: Pre-Construction Meeting Agenda

James Courtney, EIT

CC: Jim White, PE, Billings Area IHS, SFC Director
Project File: BI 16-N39

Lame Deer Lagoon Sludge Removal

IHS Project: BI 16-N39

PRE-CONSTRUCTION MEETING AGENDA

May 17, 2018

INTRODUCTIONS:

CONTACTS:

Project Engineer / Manager:

James Courtney, EIT
Billings Area Indian Health Service
2900 4th Ave. N.
Billings, MT 59101
James.Courtney@IHS.gov
(406) 247-7094

IHS SFC Director:

Jim White
Billings Area Indian Health Service
2900 4th Ave. North
Billings, MT 59101
Jim.White@IHS.gov
(406) 247-7096

IHS Engineer:

Quentin Allen, PE
Billings Area Indian Health Service
2900 4th Ave. N.
Billings, MT 59101
Quentin.Allen@IHS.gov
(406) 247-7092

Northern Cheyenne TERO Office:

(406) 477-6287

Construction Inspector:

George Cummins
Lame Deer Service Unit
Indian Health Service
George.Cummins@IHS.gov
(406) 477-4420

NCUC General Manager:

Sheri Bement
Northern Cheyenne Utilities Commission
Bement.Sheri@gmail.com
(406) 208-8647

Subcontractor:

Nathan Pierce
ADAMAS PLLC
16550 Cottontail Trail
Shepherd, MT, 59079
adamas.mt.406@gmail.com
(406) 697-3022

PROJECT OVERVIEW:

- Project funded by EPA
- The Fixed Price Agreement is between the Northern Cheyenne Tribe and the Indian Health Service.
- Project Duration: 60 Days
- Date of Substantial Completion: 14 consecutive calendar days after notice to proceed

PROJECT SCOPE

- Removal, transport, and application of 1,000,000 gal of sludge from Cell #2 of the Lame Deer lagoon

REVIEW OF PROJECT CONTRACT DOCUMENTS:

- NCUC and any of NCUC's Subcontractors doing work on this project are required to obtain applicable registration with the Northern Cheyenne Tribal Employment Rights Office ("TERO").
- Storage areas. Must be obtained and paid for by NCUC. Areas shall be authorized or approved by SFC.
- Safety: NCUC will be required to assign a "competent person" to ensure that construction is performed in accordance with ALL OSHA safety requirements. Contractor shall have an accident prevention and safety program.
- Work Days and Hours: Construction work will not be permitted on Saturdays, Sundays, nor on Federal, State, or Tribal holidays, unless approved in writing by Engineer. Notice shall be written at least three days in advance.

TECHNICAL PROVISIONS:

- The Construction General Permit (CGP) and the Storm Water Pollution Prevention Plan (SWPPP) is incidental to the project and is to be provided as a submittal to the engineer.
REFERENCE: <http://water.epa.gov/polwaste/npdes/index.cfm>
- Cleanup of the site and final grading is incidental to the contract.

PLANS:

- Existing Utilities: contractor is responsible for locating all existing utilities prior to any excavation.
- Cleanup of the site and final grading is incidental to the contract.

CONTRACTOR QUESTIONS:**SITE VISIT:**

NCUC Proposal

Lame Deer Sewer Main Camera and Cleaning

1. The Northern Cheyenne Utility Commission (NCUC) will be the prime contractor on this project and will comply with the provisions of the MOA BI-17-N61 and the provisions of the bid packet.
2. NCUC will sub-contract Adamas Construction and Development Services PLLC (ADAMAS) as the Project Manager and Technical consultant.
3. NCUC & ADAMAS will be subcontracting the duties of inspection, coding, final analysis report, GIS integration and final map production to Chad Reiland and Pioneer Technical Services. Chad is a licensed Montana P.E. and a certified Municipal pipe inspector. Chad will also integrate results into GIS or CAD mapping format.
4. NCUC and ADAMAS or their subcontractors will provide all equipment and personnel to include but not limited to; Sewer Jetters, Vac/pump Trucks, Sewer Inspection Cameras (computer backup or DVD recording capable), Tankers, Hoses, Safety Equipment.
5. IHS will provide NCUC, ADAMAS, and Chad with all available GIS, CAD, Topographic, and other data before project begins.

ITEM DISCRIPTION	Unit	Unit Price	qty	total
Mobilization/Demobilization				\$8,500.00
Sewer Main Cleaning and Inspection	LF	\$2.55	39,600	\$100,980.00
Manhole Inspection and Cleaning	EA	\$250.00	125	\$31,250.00
TOTAL			\$140,730	

NCUC Proposal

Lame Deer Sewer Lagoon Sludge Removal

1. The Northern Cheyenne Utility Commission (NCUC) will be the prime contractor on this project and will comply with the provisions of the MOA BI-16-N39 and the provisions of the bid packet.
2. NCUC will sub-contract Adamas Construction and Development Services PLLC (ADAMAS) as the Project Manager and Technical consultant.
3. Adamas will subcontract Chad with Pioneer Technical services for Technical and engineering support and Big Horn Sand and Gravel for sludge transportation.
4. NCUC and ADAMAS or their subcontractors will provide all equipment and personnel to include but not limited to; Flump Dredge Barge, Vac/pump Trucks, Tankers, Godwin 6" Pump, Hydraulic 6" Trash Pump, Hoses, Safety Equipment. (If selected: polymer injection equipment, Eco or Geo Tubes, 90,000 sq ft. poly Liner)
5. IHS will provide NCUC, ADAMAS, with all available GIS, CAD, Topographic, and other data before project begins. IHS will also provide engineering support for the project.

Sludge Removal Minimum Dewatering

ITEM DISCRIPTION	Unit	Unit Price	qty	total
Mobilization/Demobilization	ls	51,000.00	1	51,000.00
Sludge Removal	Gal	\$.091	1,000,000	\$91,000.00
Bio-solid Sludge Transportation	Gal	\$.068	1,000,000	\$68,000.00
Sludge Application	Gal	\$.029	1,000,000	\$29,000.00
TOTAL				\$239,000.00

Sludge Removal w/Dewatering *no polymer*

ITEM DISCRIPTION	Unit	Unit Price	qty	total
Mobilization/Demobilization	ls	51,000.00	1	51,000.00

Sludge Removal w/ Dewatering	Gal	\$.81	1,000,000	\$81,000.00
Bio-solid Sludge Transportation	Gal	\$.065	1,000,000	\$65,000.00
Sludge Application	Gal	\$.029	1,000,000	\$29,000.00
TOTAL				\$226,000.00

Sludge Removal w/Dewatering **Polymer Added**

ITEM DISCRPTION	Unit	Unit Price	qty	total
Mobilization/Demobilization	ls	51,000.00	1	51,000.00
Sludge Removal w/ Dewatering	Gal	\$.18	1,000,000	\$180,000.00
Bio-solid Sludge Transportation	Gal	\$.065	1,000,000	\$65,000.00
Sludge Application	Gal	\$.029	1,000,000	\$29,000.00
TOTAL				\$325,000.00

8/8/18 5:02 PM

Hey Dion,
Speaking to my wife, can you and
are you willing to represent our
company in talks with IHS?

8/8/18 11:34 PM

Nathan - I'm sorry for the late
response I got out of range. I guess
I already have the ability to speak on
your behalf as NCUC contractor.

8/15/18 9:12 AM

Good morning Dion,
Would you have time for a phone
call today.

8/15/18 10:25 AM



+ Type a message...



To whom it may concern,

My name is Michelle Pierce and I am wife and co-owner of Adamas Construction and Development with my husband Nathan Pierce. We are a family owned business with our main employee is our son William Pierce. Until just a few months ago he was the only employee we had. We end up taking on more employees due to the breach in contract Sheri Bement did when she left us holding the bag to finish the Lagoon Project without the use of NCUC employees or equipment. We were never to be the ones doing the work on that project nor were we responsible for the cost of the project yet her choices left it with us to take care of.

We began working with Sheri Bement after the boys and girls club incident. She called us down to help her crew and utilities company deal with several water and sewer breaks in the Norther Cheyenne community for over a year and a half. We worked side by side with her staff in the trenches and teaching them proper techniques, safety, and bring proper tools to do the jobs. We had asked Sheri several times throughout our work with her if our company was required to get Toro certified since we were with other reservations, and she told us many times that we were under the NCUC umbrella and not required to be Toro certified because NCUC was a non-profit organization. This was heard by our son William Pierce as well as former NCUC employee Sean Badbear. We were in the meeting with IHS and NCUC when the contract was being read and IHS made it very clear that the contracts were with NCUC not Adamas Construction. IHS told Sheri that she needed to be Toro certified Nathan Pierce asked specifically does that mean our company too and he was told the contract is with NCUC they are responsible for TORO. We asked again if we needed to be certified and Sheri told us that Adamas was under the NUCU umbrella and we were not required to be certified.

Over the year and half Sheri and the NCUC crew became very close to our company and family. So much so that Sheri called us brother and sister. She ate at our Thanksgiving table along with all of our family and friends. We as a family ate with the NCUC at their Christmas party. We have brought parts and supplies for the crew and jobs as well feeding the entire crew on multiple occasions. We went to several trainings and meetings with Sheri and the NCUC crew. Including going to Denver to help Sheri understand her responsibilities with meeting the EPA requirements for NUCU lagoon permit. She even had Nathan sign to be her sewer operator since none of her crew members including herself could get certified. We did this all with our companies own money to help Sheri and NCUC become more self-efficient and to better the Norther Cheyenne communities. We wanted to help them succeed. Nathan put together the entire packets for the contracts submitted to IHS to help bring revenue to NCUC and to help the employees get a decent wage. He discussed with them at length what their responsibilities would be for these projects and how they were going to go. The crew were excited about the chance to prove themselves and of course the increase in pay.

Nathan and I even had dinner with Sheri and Deon KILLSBACK at Applebee's in the heights and discussed this project before they started and what the main goals were for the utilities company, our company and for the Norther Cheyenne people. Deon even offered to help expand our company in to Crow reservation and said that we could be changing the sewer and water for all reservations.

The strife between us came on immediately after the contracts with IHS started. Sheri hired on what she called a scab crew that were to be doing some of the smaller projects and responsibilities for the NCUC so that her main employees Sean Badbear, Frank Backbone, Raymond Pine could be working on the bigger projects such as the Lagoon project, the camera and cleaning of the sewer lines and the scattered site work. The scab crew that was hired on consisted of Emily Evans (Sheri's sister), Brice Harris (Her husband's cousin and friend), Jim Bement (as the contract heavy equipment operator and Sheri's husband), and Loy Briant a (friend of Raymond Pine). They started out cutting the grass at lagoons at Busby and Muddy.

Adamas Construction started working on getting preconstruction meetings set up with the crew about the projects. We had our engineer come from Billings and talk to the crew about the sewer and camera cleaning project. He then immediately got started on the man hole inspections so that the crew would be about to address any issues with those before they started to clean out the lines. Adamas Construction even bought a vac truck to be used for the sewer and cleaning job to help decrease expense to Utilities for this contract. Adamas Construction contacted the companies for the rentals for the lagoon project and started having supplies immediately delivered to the site. Adamas Construction asked the Sheri submit for the money from IHS for the mobilization of the equipment. Adamas Construction put down the initial payments for equipment for mobilization to get the project started since NCUC did not have the funds available.

As soon as the first scattered site project got started the Julie Rodgers project Sheri had Jim Bement, Emily Evans and Brice Harris on the job. While she had her other main employees doing the daily tasks and grunt work for NCUC being paid their regular wage while the scab crew was getting paid \$22.50 an hour. I know this because she had our company pay their first week pay, because Sheri did not read or understand the contract she had signed. We did pay those employees which she made very difficult for us and I can send the text messages she stent me in this matter. We paid them their wage even though we knew it was not our responsibility, because we did not want anyone to go without a pay check they had earned. We have asked both Sheri and Doris Limberhand several times in person as well as in emails and invoiced to pay our company back for that expense and have yet to receive compensation.

During the project Nathan was called to the Julie Rodgers site by IHS to see the safety violations that were occurring. Nathan tried to explain to Jim, Emily and Brice the safety issues and need for trench box and they refused to listen or care. During this time the first flump had arrived at lagoons and Nathan and I tried to work with Jim Bement and Raymond Pine to get use of the Back Hoe to put the flump in the water. Jim refused to cooperate or bring the Back hoe to the lagoon. I texted Sheri about the frustrations Nathan was having with the crew and she agreed to sit down and discuss the issues. She and Nathan visited about the safety issues occurring, by her scab crew and how these projects were created to help bring in higher wages to the permeant staff, her response was to remove Nathan Pierce as the project manager. Nathan and Sheri and IHS (Quintin Allen) then had a conference call to deal with the issues of contract breach and it was determined then that Adamas Construction would do the lagoon project alone with no use of NCUC equipment or staff, but NCUC would remain the prime contractor of the contract. Adamas Construction would work with only NUCU crew and equipment for the camera and cleaning project and Sheri would be the project manager for the site work projects.

NCUC would still be the responsible contractor for all three contracts with IHS. Sheri as the manager of NCUC was to oversee the projects as the contract administrator. Note that Sheri never sent anything in writing about the changes to the contract agreement. Sheri did not come to the site to see what was being pumped, how it was being pumped or what the crew was doing to meet the contract needs. Nathan sent email reports to her and IHS throughout the process. He discussed with her and James Cortney about the sludge amounts and how there was more there than what was in the contract many times. Nathan and James spent weeks discussing the amounts being removed and how to calculate it via email and in person. Sheri told Nathan she would not submit for payment of pumping from IHS until they came to an agreement, leaving our company to pay for everything with no reimbursement and putting us in financial jeopardy.

Sheri then contacted Nathan and told him she did not give him authorization to proceed with the camera and cleaning job and she would not pay him for the work our engineer did at the man hole inspection sites and that she would be taking over the contract and not allowing Adamas Construction to work with her crew in any way. Her Second breach of contract, and again nothing in writing just verbal. To our knowledge the only work done so far on the camera and cleaning contract is the manhole inspections done by our company.

Nathan reached out to Deon regarding the issue with IHS and the disagreement in the amount of sludge removal being done via text message asking him to represent our company and Deon replied that since we are a subcontractor of NCUC that he already had the right to represent our company. Which he did in the meeting with IHS on 8-21-18. We appreciate his assistance with helping us come to an agreement even though we still disagree on the amounts removed we as a company just want to finish the project, get paid and move on.

On Wednesday 8-21-18 I reached out to Sheri and Doris for payments due to the fact that we have all of our company money wrapped up in the Lagoon project and needed money to move forward and finish the project. IHS had already submitted a payment to NCUC for some of the sludge removal and we knew had the money for over a week. We were also owed money for several past issues we had been waiting to be paid for such as the post office job where there was still an outstanding balance, the repayment for NCUC scab crew for pay checks paid, the money owed for the engineer used for inspections of man holes and the keys or title to blue Ford F650 truck that was to be traded for work done by Adamas in 2017 or payment of cash for work done. Doris responded that she would be in the office on Thursday 8-22-18. Sheri responded via email saying that all matters of payment must go through her legal representation. We immediately reached out to Deon via email with our concerns, but did not get a response till late 8/24/18. We were being ignored about our issues and concerns so we reached out to the council about what our concerns and worries were. On 8/23/18 Sheri called Toro saying that we were not certified and her board requested that our company be removed from the reservation and black balled from working there again. Yet in Deon's response email he says we are to complete the application process in order to get paid. So it seems to me that Sheri and her team are working against our company from finishing this project so that she can steal the money that was allocated to this project even though the work done was done by Adamas Construction.

Our company has worked honorably with Sheri, NUCU and the Norther Cheyenne community to help in any way we possibly can. We want the truth to be known about the issues that have come up with working with Sheri and NCUC and will continue to reach out to those we think need to know about the situation so that all involved are informed about the truth. All we want to do is what is right! We want finish the project for the Norther Cheyenne people so that they have safe sewer and water treatment in all of their communities. We are asking for your help in this matter so it can get resolved quickly and responsibly.

Sincerely,

Michelle Pierce



Adamas Construction and Development Services

406-697-2337

Adamas.406@gmail.com

August 24, 2018

Tony Bearcomesout
Northern Cheyenne TERO

Mr. Bearcomesout,

After several meetings between the Northern Cheyenne Utilities and Adamas Construction and Development Services PLLC, it was my understanding that Adamas would only be the technical advisors and NCUC would have maintenance workers do the actual work at the Lame Deer Lagoon project. Therefore, a TERO permit would not be needed.

Respectfully,

A handwritten signature in cursive script that reads "Sean Bad Bear".

Sean Bad Bear

8-24-18

To whom this may concern.

I am a former utilities worker here in Game Deer. I've worked with the NC utilities since 2013 off and on. I was the foreman for six months. In the time I was foreman I worked with Nathan Peirce on quite a few ~~job~~ jobs sites. During this time Sheri Bement told us he was our boss onsite. He was also the project manager for NC utilities. But only utilities maintenance and equipment would be on project sites. Nathan Peirce was only there to advise us and keep all workers safe.

Frank J. Backbone

August 23, 2018

William Walksalong
Northern Cheyenne Tribe

Mr. Walksalong,

I am writing to you in regards to the employment and health & safety practices that have been going on at the Northern Cheyenne Utilities Commission. I was hired as Maintenance in February 2016, received my water certification license in 2016 but was never hired permanent until 2017. At this point I was given the Foreman position and told that it was mine if I completed the 90 days satisfactorily. Three days before the 90 days were up the General Manager decided that I was too stressed and she gave the position to another employee. I was then moved back to the position of Water Technician. She did the exact same thing to the next employee and was on the third and final permanent employee as Foreman. She uses this position to control employees and then takes it back once the employee disagrees with her decisions. While I was Foreman, the General Manager was and as far as I know is never happy with the Foreman, which causes a lot of extra undue stress. She has very poor communication skills and jumps on employees and will get in their face if they even question anything she says (weather or not she has knowledge in their specified field).

In May of this year I was injured while at home in a house fire, I was sent to the Burn Center in Salt Lake City for 2 weeks, after a 1 week stay in Crow hospital, for my injuries. When I returned to the area I tried to file a claim for my injury with AFLAC. AFLAC is something that I elected to have taken out as payroll deductions and paid on my behalf. AFLAC then informed me that NCUC failed to make payments on my behalf, thus denying my injury claim. On one of my last check stubs it showed that I had 249 hours for sick leave and 140 hours for annual leave. While I was in the hospital I received one full check and a partial check (which would total approximately 3 weeks of leave). But when I asked for a leave print out, NCUC will not/could not produce. I hardly ever took leave since the General Manager would give me grief even if I called in very sick. Since leaving NCUC I am unable to apply for any type of assistance since NCUC will not provide me with any type of payroll information, causing hardship on myself and family.

I was released back to work and was anxious to get back and see what I could do to help our communities. One of the first and most important things I found upon my return was that there was no chlorine for the Lame Deer community for the month of June & July. I instantly let the General Manager and Book Keeper know that this was an immediate requirement to meet the safe water guidelines, neither would respond, so I then let the Foreman know. The answer I was given was that he would talk to the General Manager and Book Keeper and see what he could do about getting the chlorine ordered. After this response I decided it was in my best interest to leave NCUC as I know not having chlorine in their largest community system is against everything that I was taught while attaining my certification and on the job. Not having chlorine in the system is cause for alarm. EPA and the public/system users are required to be notified, due to the health concerns that it would/has caused. But knowing that it is not a priority to the people who are in charge at NCUC, I did not want to jeopardize my accreditation or certification with EPA or the State of Montana Department of Environmental Quality.

Respectfully Submitted,



Sean Bad Bear, Certified Water Tech

To whom it may concern,

I am Frank Backbone. I have worked for utilities for 5 years on and off. During my time of employment under Sheri Bement I have been fired 4 times. Each time she would call me a few days later and have me return back to work for utilities. I have been the foreman for NCUC and have dealt with Sheri's inability to manage for 6 months during that time. She took my foreman position away from me when she said I didn't call in. I did call and left the message on the answer machine that I would be late due to transportation issues. She denies ever receiving the message even though Ethaline told me she notified Sheri.

After the break in at NCUC the utilities work truck was inoperable. Sheri asked me to use my personal vehicle during that time till the work truck could be fixed. I put on 1,800 miles on my personal vehicle during that time. I turned in all my documents of mileage to Doris Limberhand to get reimbursed for the use of my vehicle. I have yet to receive reimbursement for that mileage.

I have yet to be paid for the Bia project that was done at the jail. I put in 17 hours and turned my hours into Sheri Bement and Bidy Wicks. Sheri told me that I have to get paid by Bidy. Bidy told me she was unable to pay me until she received paperwork from Sheri that was over 2 months ago.

During my employment under Sheri she would only be in the office 2 or 3 times a week. There were times she would not be in the office for days at time. Often she would have tools we needed to do work at utilities locked in her office so we were unable to perform the tasks we needed to be safe and do the job right. There were times we would be denied gas money for the work trucks or the back hoe leaving us unable to complete projects and do our daily tasked needed to keep our communities safe. Yet she would have gas money to go into billings several times a month.

During many stents of Sheri's absence from the office she would leave the staff unsure what priorities were that needed to be accomplished, leave us without tools or supplies needed to do the job correctly and safely. Then she would get angry with the crew screaming and threatening staff members for not accomplishing tasked her needed done even though she did not tell us what was needed to be done or give us the proper tools to do the job. She would often threaten staff members with suspension during her fits of rage. She is a poor manager and makes a hostile work environment. We would often joke about what personality she would be in or if she would even come into the office.

My last stent of employment I resigned due to the fact that there was no chlorine being supplied to any of the water systems. Raymond and I asked her about it and we were told that there was an \$8,000 dollar bill and it could not be delivered until it was paid. She tried to blame the crew for ordering \$2,000

dollars' worth of filters when it was her husband Jim Bement that ordered the filters. I was fearful that I as a staff member would be held responsible for there not being chlorine in the systems and did not want to get anyone sick.

I was told that I would be working on projects that would give me a decent wage only to find out that I would receive my regular pay of 12.00 an hour while her husband, sister and her husband best friend all new to the company would be receiving the \$22.50 hour. Her husband Jim is supposed to be a contractor and not part of the crew yet he was there every day getting paid 8 hour or more daily at a higher rate those employees that have been there for years. He is also taking the work truck home with him every night. He takes the keys to the back hoe leaving in unaccusable to other employees.

This letter is to inform those who need to know what is going on at the Utilities. I want people to know that Sheri is not being honest and paying her people what was promised, that she is not being a responsible manager and that she has made working at utilites hostile and miserable.

Sincerely,

Frank Backbone

A handwritten signature in cursive script that reads "Frank Backbone".

HertzWu, Sara

From: ADAMAS CONSTRUCTION And DEVELOPMENT SERVICES PLLC <adamas.mt.406@gmail.com>
Sent: Thursday, May 24, 2018 5:20 PM
To: James Courtney; White, Jim (IHS/BIL); Allen, Quentin B (IHS/BIL); Sheri Bement; Cummins, George (IHS/BIL); Dion Killsback; Doris Limberhand
Subject: Site Safety Plan ADAMAS
Attachments: Adamas-Site-Safety-Plan (LD Laggons).pdf; ADAMAS CODE of Ethics.pdf; ADAMAS CONSTRUCTION AND DEVELOPMENT SERVICES PLLC AAP.pdf; ADAMAS CONSTRUCTION Comp Plan 2.pdf; Compatability-Statement-ADAMAS-short.pdf

Hello,

Please find the requested site safety plan for the Lame Deer Lagoon Sludge removal, as well as our AAP, Code of Ethics, Compliance Plans, & compatibility statement .

We are sending these items for your records, please retain a copy on file.

If you have a question please don't hesitate to call or email me.

Wishing a Safe and Happy Memorial Day weekend to you all.

--

Nathan Pierce - Owner/General Manager

ADAMAS Construction & Development Services PLLC

PH: 1-406-697-3022

EMAIL: ADAMAS.MT.406@GMAIL.COM

CONTRACTOR REGISTRATION# 228703

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**ADAMAS CONSTRUCTION
& DEVELOPMENT SERVICES PLLC**

Building the Future with the Environment in Mind.....

**Site-Specific
Safety Plan**

**Lame Deer, Montana Sewer lagoon
sludge removal**

#BI-16N39

**ADAMAS Construction &
Development, PLLC.**

May 2018

Safety Policy and Procedures

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ADAMAS Construction & Development, PLLC.

Site-Specific Safety Plan

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Safety Policy and Procedures

1.0 Introduction

1.1 General Information

A Site-Specific Safety Plan is a requirement of the OSHA Standard for Construction 29 CFR 1926. This plan is designed to identify, evaluate, and control health and safety hazards for the purpose of protecting employees. The plan provides for emergency response activities at the jobsite as well as covering site hazard analysis, training requirements, engineering controls, materials handling, and safe construction operations.

This Site-Specific Plan is intended to provide guidance and information in dealing with the hazards that may be faced on the job by ADAMAS Construction & Development Services PLLC. (ADAMAS) employees. This plan is a site specific document. Technical, Contract and/or Operational Managers are responsible for ensuring all aspects of employee safety are addressed in this plan. Health and safety personnel are available to assist management with the contents of the plan. The health and safety personnel help ensure the plan complies with all applicable federal, state, and corporate regulations and policy. The Health and Safety Department has final authority for this plan's contents and provisions.

1.2 Policy

ADAMAS has a strong commitment to providing a safe and productive workplace. To this end ADAMAS seeks to establish policies promoting high standards of employee health and safety while delivering to our customer the highest quality product. In keeping with this commitment ADAMAS intends to maintain a positive Safety Program and a Substance-Abuse Program. Our employees conduct themselves and work in a safe manner with good construction practices.

Effective safety demands cooperation on everyone's part. It's important communication is kept open at all times. For this reason, ADAMAS management practices an open-door policy.

Employees who notice hazards or other safety problems or feel they need additional training must notify their supervisor. Supervisors and management address these concerns and take corrective action when warranted.

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Responsibility for achieving our safety goals belongs to the site superintendent, supervisors, foreman, employees, and the safety office with the support of ADAMAS management. Everyone is obligated to know the safety requirements and standards for their areas or job and abide by them. Supervisors must instill a positive attitude and awareness of the “safety culture” in their workers through personal adherence, training, personal contact, and regularly scheduled safety meetings. It’s the duty of all employees to perform their work with maximum regard for their safety and co-workers’ safety.

Our safety policies are an integral part of the ADAMAS personnel policies. This means compliance with the policies is a condition of employment and must be taken seriously. Failure to comply with the Safety Program and Policy is grounds for disciplinary action up to and including termination.

1.3 Purpose

The purpose of this Site-Specific Safety Plan is to illustrate safety issues specific to the Lame Deer Montana Sewer Lagoon sludge removal jobsite/s. This site safety plan is consistent with the Safety Program and Policies located in the ADAMAS Corporate Safety Plan.

This plan is intended to maintain a safe work environment and effectively reduce the number of accidents resulting in personal injury, property damage, and damage to ADAMAS equipment.

This policy applies to all ADAMAS employees. By contract, all subcontractors are required to comply with this policy in addition to their own safety program and policy.

This policy complies with applicable local, state, and federal laws concerning safety including 29 CFR 1926 and 29 CFR 1910. In the event a discrepancy exists between this policy and any applicable law, the provisions of that law govern.

This policy is made available in the following ways:

- A copy of this revised policy is made available to each newly hired employee in his/her new hire packet.
- A copy of this revised policy is available in the job site office.

- A copy of this revised policy is available upon request to the supervisor.

2.0 Scope of Project

2.1 Scope of the Work

The scope of work for the project consists of Below is our outline of our proposed scope of work, separated into tasks, for the Sludge removal of the cell #2 in the town of Lame Deer, Montana.

Task 1 – Site Prep and Mobilization

- Transport all personnel and heavy equipment to the jobsite.
- Conduct all testing and survey work.
- Safety Barriers and traffic control measures installed at the job site.
- Transport supplies for road improvement, FLUMP launch area and landing pads.
- Improve and relocate access road
- Prep pond berms and FLUMP launch area.
- Build and install landing pads to include poly liners for frack tanks, pump stations and for the sludge transportation pumping areas. (SEE ATTACHED MAP)
- Install landing pads for sludge application receiving areas.
- Build and install frack settling tank manifolds and layout pipes/hoses.
- Receive, position and set-up; Generators, Frack Tanks and Pumps to include positioning frack tanks at the sludge application receiving areas.
- Prep cell # 2 mooring post and cables for flump operation and layout electric cables.
- Receive FLUMP dredge and operations orientation training from rep.

Task 2 – Bio-Solid Sludge Removal and Dewatering

- Cell #2 will be agitated, and clumps or sludge mounds broken up, to ensure even flow and to prevent blockage of the FLUMP dredge lines.
- FLUMP dredge will be launched and begin dredging operations to remove bio-solid sludge from the bottom of Cell #2; estimated 1,000,000/US Gallons (IHS SFC) at a rate of 40 cubic yard per hour.
- A series of relay pumps will boost dredged sludge from FLUMP to the relay frack tank and to the series of Frack Settling tanks to be dewatered.
- BF-1000 Bag filters and pumps will be installed to the discharge manifold to keep sludge in the frack tanks and allow clean water to be discharged. Cleaned water will be discharged from the tanks into Cell #1 of the lagoon system.
- Once the sludge has reached optimal concentration level the tank will be disconnected from intake manifold and moved to the sludge transportation pumping area. An empty rotation frack tank will be moved into the empty slot to allow for continuous dewatering operations.

Task 3 – Bio-Solid Sludge Transportation and Land Application

- Frack tanks disconnected from the intake manifold and moved to the sludge transportation pumping area will be used to fill transportation tankers and put back into the dewatering rotation when empty.
- Transportation tankers and trucks will be used to haul sludge to the application receiving areas to be pumped into frack tanks allowing for storage and onsite demand for land application.
- Sludge will be removed from frack tanks and land applied allowed by the EPA 503 regulations and/or allowed by the MTDEQ.

Task 4 – Clean up and Demobilization

- Remove FLUMP from Cell #2 and return to it the rental company.
- Disassemble all manifolds and pipes or hoses.
- Remove all Frack Tanks, Bag filters, pipes or hoses, Generators, and Pumps from the site.
- Remove or disassemble all landing pads to include poly liners for frack tanks, pump stations and for the sludge transportation pumping areas will be disassembled. Landing pads can be left intact at the Utility or

land owner's request.

- Clean up and all work sites.
- Removal of all personnel, heavy equipment, Safety Barriers and traffic control measures from the jobsite.

2.2 Site Location

Project/Site Name: Lame Deer, Montana lagoons

Project Street/Location: N/A

City: Lame Deer State: Montana Zip Code: 59501

Borough or Subdivision: Municipality of Lame Deer

Montana, Located on the Northern Cheyenne

Indian Reservation.

2.3 Site Access/Traffic

Construction entrance is located off MT HWY 39. Project lay down yard will be on site and materials will be brought on site as needed.

2.4 Temporary Facilities

Temporary facilities on site will include a job office and tool trailers.

2.5 Utilities and Power

Power will be supplied from the existing electrical to a temporary panel. All other utilities will not be connected or used until the final stages of the project.

3.0 Health and Safety Responsibilities

The effectiveness and success of the safety program depends upon the active participation and cooperation of all employees. Duties and responsibilities of all employees under this policy are the following:

3.1 Safety Coordinator

- Coordinate health and safety training for management and supervisors.
- Coordinate monthly supervisor safety meetings.
- Coordinate jobsite safety audits.
- Maintain and revise the Safety Policy, Corporate Safety Manual, and Site-Specific Safety Plans as needed.
- Maintain the jobsite postings and notices required by law.
- Ensure the proper filing of paperwork relating to accidents.
- Participate in post-accident investigations.
- Maintain all records and reports related to this policy.
- Implement ADAMAS Safety Program and Policy.

3.2 Project Manager/Project Engineer

- Prepare the Site-Specific Safety Plan.
- Direct and coordinate health and safety regulations related to his/her area of responsibility.
- Participate in post-accident investigations.
- Assist in formulating policy matters.
- Implement ADAMAS Safety Program and Policy.

3.3 Superintendent/Site Safety Representative

- Be familiar with the health and safety regulations related to area or responsibility.
- Direct and coordinate health and safety activities within area of responsibility.
- Ensure arrangements for prompt medical attention in case of serious injury. These arrangements include, at

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the very least: transportation, communication, and emergency telephone numbers.

- Ensure all supervised employees use required personal protective equipment (PPE) and safety devices.
- Ensure safety equipment is available, maintained, used, and stored correctly.
- Instruct and train all employees within area of responsibility in job health and safety requirements.
- Direct correction of unsafe conditions.
- Conduct weekly safety meetings.
- In the case of an accident complete the Report of Occupational Injury or Illness.
- Participate in post-accident investigation.
- Review all accidents/incidents with foremen and employees involved. Ensure corrective action is taken immediately to eliminate the cause of the accident.
- Ensure foremen are aware of and comply with requirements for safe practices.
- Require all subcontractors to comply with health and safety regulations as well as ADAMAS Safety Program and Policy.
- Maintain copies of applicable programs and OSHA forms on site, in accordance with ADAMAS practices and policies.
- Implement ADAMAS Safety Program and Policy.

3.4 Foreman/Front Line Supervisor

- Be familiar with, explain, and enforce health and safety regulations applying to ADAMAS operations within areas of responsibility.
- Direct and coordinate health and safety activities within area or responsibility.

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- Ensure safety devices and proper PPE are used by employees under supervision.
- Instruct and train all employees within area of responsibility in job health and safety requirements, including (but, not limited to) hazard recognition and avoidance. Also, foreman/front line supervisors must require compliance by employees with the established safety rules.
- Direct the correction of unsafe conditions.
- Ensure safety equipment is available, maintained, used, and stored correctly.
- Ensure injuries are treated promptly and reported properly.
- Participate in post-accident investigations.
- Coordinate daily jobsite inspection.
- Implement ADAMAS Safety Program and Policy.

3.5 All Employees

- Be familiar with and comply with proper health and safety practices.
- Use the required safety devices and proper PPE.
- Notify the supervisor immediately of unsafe conditions/-acts, accidents, and injuries.
- Implement the ADAMAS Safety Program and Policy.

3.6 Subcontractors

By contract subcontractors comply with and ensure the compliance of their employees with the provisions of this policy as well as their own safety program. Failure to fulfill this requirement is a failure to meet the conditions of the subcontract.

3.7 Key Personnel

Key employees for this jobsite.

Project Manager:	Nathan Pierce
Superintendent:	Nathan Pierce
Foreman/Site Safety:	Raymond Pine
Safety Coordinator:	Spencer Lande

4.0 General Safety Procedures

4.1 Personal Protective Equipment (PPE)

ADAMAS provides Personal Protective Equipment (PPE) to all employees. Hard hats, safety glasses, and safety work boots are required to be worn at all times when on the jobsite. Reflective vests are required when working outside around equipment or traffic. Exceptions may be made to this PPE requirement only under an approved ADAMAS work plan. Employees learn where to get PPE during their new-hire orientation and are responsible for wearing and maintaining the required PPE. Additional PPE may be required depending on the task and if there's a potential for exposure to hazardous conditions. PPE requirements are reviewed by the foreman. Employees are expected to use reasonable judgment regarding whether additional PPE (beyond the required) are necessary for certain tasks. If employees are unsure of the type of PPE required for a specific task or job, they should ask the supervisor.

4.2 Equipment Use and Operation

Equipment is used only for its intended use and as recommended by the manufacturer. Using equipment for purposes other than what it's designed for is prohibited.

Employees are prohibited from operating a vehicle in a reckless manner or at a speed greater than is reasonable and proper, with due regard for weather, traffic, character of roadway, load, type of vehicle, and any other conditions which may affect the safe operation of the vehicle. The vehicle must be kept under control at all times and special care is exercised when transporting personnel. Employees using ADAMAS vehicles must sign and abide by ADAMAS Vehicle Policy.

Employees may only ride equipment if there are seats or equal protection available for each person. Seatbelts are worn at all

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times while operating equipment with seats. No cell phone or ear bud use while operating equipment.

Forklift policy and procedure are located in section L of this SSP binder.

4.3 Repairs

Employees are prohibited from making repairs, alterations, or attachments to equipment in the field except by the permission of the superintendent, foreman, or equipment mechanic. Only qualified personnel will perform repairs on equipment. Such repairs, alterations, or attachments are documented on the appropriate shop forms.

Employees are prohibited from removing a guard, safety device, or appliance from equipment or machinery except to make repairs as described in 4.1 first paragraph. While making repairs, employees use appropriate lockout/tagout procedures. When repairs are complete the guard, safety device, or appliance is replaced immediately.

4.4 Conduct

The following conduct is prohibited and may result in discipline up to and including termination:

- ◆ Horseplay and scuffling on the job.
- ◆ Making a false report or misrepresentation.
- ◆ Fighting.
- ◆ Violating the prohibitions of the Drug and Alcohol Policy (distributed to each employee in their new-hire packet).
- ◆ Dishonesty and theft of ADAMAS property.
- ◆ Deliberate misuse of ADAMAS equipment.
- ◆ Unnecessary risk taking.
- ◆ Violating or disobeying any instruction given by a supervisor.

4.5 Other Policy Violations

Employees committing policy violations other than those addressed in Section 4.0 may be subject to discipline up to and including immediate termination of employment.

4.6 Consequences for Policy Violations

The following consequences apply to all employees found to have violated this policy. Any foreman, supervisor, or official of

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management, as soon as becoming aware of any such failure, ensures the following action is taken:

Stage 1

A formal verbal warning may be given to the employee by the immediate supervisor, along with a warning that this is the first stage in the disciplinary procedure and any repetition within one month will lead to the second stage in the procedure.

Stage 2

If the offense(s) addressed in Stage 1 is repeated and/or continued or a more serious offense committed, the employee may be given a formal written warning, setting out the details of the offense(s) and stating if the offense(s) is (are) repeated within one month the third stage in this procedure will be invoked. In addition to the written warning the employee is suspended—without pay—for a period of one day. Upon returning to work the employee must undergo additional formal training in the area of the offense(s) before being permitted to work. This is to prevent injury to the employee or co-worker.

Stage 3

If an offense written up under Stage 2 is repeated within three months, the employee may be terminated. An employee so terminated is ineligible for rehire for 24 months.

Depending on circumstances, ADAMAS reserves the right to bypass, duplicate, or alter any stage of the recommended disciplinary procedures described above.

5.0 General Jobsite Procedures

5.1 New-Hire Orientation

New-hire orientation may consist of, but is not limited to, the following:

- A. Have the employee read the new-hire packet which includes this policy and the Drug and Alcohol Policy. Answer any questions the new hire may have about these policies and request a signature on the Statement of Understanding.
- B. Return all forms to the ADAMAS office as indicated on the first page of the new-hire packet.
- C. Orient the employee to the jobsite indicating the location of the Safety Center, SDS book, emergency facilities, portable fire

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extinguishers, first-aid station, emergency phone numbers, public notices, EEO, and any jobsite specific information.

- D. Explain the injury and accident policy.
- E. Review the written hazard communication program. Discuss hazards, container labeling, and the use of protective equipment.
- F. Explain the emergency response plan for catastrophic events such as fire, explosion, etc.
- G. Issue PPE as required for the job.

5.2 Training

Training and education are necessary for the success of this policy. Employees are trained to recognize jobsite hazards and the procedures to follow to minimize these hazards. Training may consist of (but is not limited to) the following:

- Weekly jobsite safety meetings.
- Orientation training for new hires.
- Individual job/task training, including the applicable regulations/standards for the specific job/task.

Supervisors and management receive ongoing safety training throughout the year as organized by the Safety Coordinator and as deemed necessary by ADAMAS owners. Such training includes OSHA 10 and 30 Hour Construction Training and the maintenance of first-aid and CPR cards.

Training and competent person documents are located in section I of this SSSP binder.

5.3 Safety Meetings

Weekly safety meetings are held on the jobsite. All employees and subcontractors are required to attend. The meetings may cover a range of safety-related topics. The format and content of the meeting is up to the discretion of the superintendent.

Monthly safety meetings are held for all foremen, superintendents, project managers, project engineers, ADAMAS owners, and other management personnel. These meetings are for the purpose of discussing companywide safety issues and providing continued safety training and education.

Safety meeting documents are located in section I of this SSSP binder.

5.4 Safety Inspections

The superintendent and foreman conduct an initial safety inspection at the beginning of each project, following the “Safety Inspection Guide” included in the site-specific safety plan.

In addition, a daily safety inspection of the jobsite is conducted by ADAMAS employees, employees of a subcontractor, or some combination thereof. The inspection is rotated between all workers on the jobsite. Inspection sheets covering different aspects of safety were developed for each day of the week. The sheets are intended as a guide. Any safety concern found during the inspection is reported. If a worker is unclear about any item on the inspection sheet, a ADAMAS foreman or safety officer helps. If the area being inspected requires a *competent person*¹, the employee conducts the inspection with the competent person. Also, if time allows, the foreman for the worker conducting the inspection is encouraged to walk through it with them.

Safety inspection documents are located in section H of this SSP binder.

5.5 Hazard Communication

ADAMAS developed a written hazard communication plan. It's explained to each employee during the new-hire orientation.

This plan is located in the site-specific safety plan appendices and is available upon request to the superintendent. The purpose of the hazard communication plan is to provide employees information on the chemical and physical hazards that may be present at the jobsite. Safety Data Sheets for all chemicals will be kept on site at the job office trailer.

The Hazard Communication Plan is detailed in section G of this SSSP binder.

¹ Areas requiring a competent person are hearing protection, rigging, hot work on preservative coatings, scaffolds, fall protection, cranes, hoists, excavations, concrete work requiring lift-slab operations, steel erection, underground construction, demolition, blasting, stairways and ladders, accident prevention responsibility, ionizing radiation, welding and cutting, tunnels and shafts, cassions, cofferdams, compressed air, bolting, riveting, fitting up and planking, lead, mechanical demolition, respiratory protection, slings, electrical, and asbestos.

5.6 Job Hazard Analysis

A job hazard analysis may be developed covering the major activities of construction, the hazards associated with these activities, and ways to mitigate these hazards.

The job hazard analysis procedures and forms are detailed in section F of this SSSP binder.

5.7 Housekeeping

Housekeeping is one of the most important factors for a safe jobsite. Form material should be scraped and all protruding nails pounded down. All other debris is cleared from work areas, passage ways, and stairs. Excess materials are stacked neatly out of the way. Tools should be stored in the tool van so they're available for all employees to use.

Combustible scrap and debris are removed at regular intervals during the course of construction. Containers with covers are provided for the collection and separation of waste, trash, oily and used rags, and other such refuse, which is removed safely and on a regular basis.

Foreign object and debris (FOD) is a significant concern in nearby occupied space and construction areas. It's extremely important to keep all trash and debris contained at this site. Housekeeping will be strictly enforced.

5.8 Fall Protection

ADAMAS provides fall protection when employees are exposed to fall hazards beyond those permitted by federal and/or state regulations. A fall-protection work plan is prepared for all fall hazards associated with the work. Fall-protection work plan templates can be found in section J of this binder. Fall protection may consist of, but is not limited to, the following:

- A stairway or ladder is provided at any point of access where there's a break in elevation of 19 inches or more.
- Guardrails are installed for all leading edge work. For loading bay locations fall-arrest system or fall-restraint systems are used.
- All stairways of four or more risers or greater than 30 inches high are guarded by a handrail or stair rails.
- A hole cover or safety guardrail is immediately installed for all floor holes or openings (greater than two inches in

its least dimension).

- Safety harnesses with approved lanyards and tie-off points are used for all other fall protection unless an appropriate procedure or device was approved in advance by a competent person.
- Stilts may be used on jobsites but work area floors must be clean/clear of all debris, materials, and equipment.

The fall-protection plan is detailed in section J of this SSSP binder.

5.9 Electrical Safety

Electrical safety may consist of, but is not limited to, the following:

- Live electrical parts are guarded against accidental contact by cabinets, enclosure, location, or guarding.
- All receptacles not part of the permanent wiring of the building are equipped with GFCI receptacles at the temporary service drop.
- Extension cords are kept in safe, working condition.
- All lamps for general illumination have the bulbs protected against breakage. All light sockets are filled with a working bulb.
- Employees will not work in such close (able to contact) proximity to any part of an electric power circuit unless the circuit is de-energized, grounded, or guarded by insulation.
- De-energized equipment or circuits are locked out and tagged out. The tags identify the equipment or circuits being worked on.
- When transferring flammable liquids from one storage container to another proper grounding and bonding shall be utilized. All generators used for temporary power shall be grounded according to manufacturers specifications.
- Equipment shall not be operated closer than 10 feet from power lines less than 50kV. Safe distance will increase near higher voltage power lines, (over 50kV).

Electrical Safety is detailed in section U of this SSSP binder.

5.10 Tools

ADAMAS provides tools for employees to use. These tools meet applicable OSHA standards for safety. Only trained employees are allowed to use such tools. The safe use of tools may consist

of, but is not limited to the following:

- Unsafe or defective tools are removed from service and tagged out.
- Power tools are turned off and motion stopped before setting down.
- Tools are disconnected from the power source before changing drills, blades, or bits and before any repair or adjustment is made. Running tools are not left unattended.
- Power saws, table saws, and radial arm saws have operational blade guards installed and used.
- Portable abrasive grinders have guards installed covering the upper and back portions of the abrasive wheel.

Power tools, hand tools, and machine guarding are detailed in section T of this SSSP binder.

5.11 Scaffolds

Scaffolds are erected, moved, dismantled, or altered under the supervision of a competent person for scaffolding. Scaffold use consists of, but is not limited to, the following procedures:

- Standard guardrails are installed on all open sides and ends of scaffold platforms and/or work levels more than ten feet above the ground, floor, or lower level.
- Scaffolds four to ten feet in height with a minimum horizontal dimension in any direction less than 45 inches have standard railings installed on all open sides/ends.
- Platforms at all working levels are fully planked. Planking is laid tight with no more than one inch space between them, overlap at least 12 inches, and extends over end supports 6-12 inches unless cleats are used.
- The front edge of all platforms is no more than 14 inches from the face of the work, except plastering/lathing may be 18 inches.
- Mobile scaffolds are erected no more than a maximum height of four times their minimum base dimension.
- Scaffold casters/wheels are locked whenever platform is occupied.
- Scaffolds are not overloaded beyond their design loadings.
- Scaffold components are not used as tie-off/anchor points for fall-protection devices.
- Portable ladders, hook-on ladders, attachable ladders, integral prefabricated scaffold frames, walkways, or direct access from another scaffold or structure are used for

access when platforms are more than two feet above or below a point of access.

- Cross braces are not used as a means of access to scaffolds.
- Scaffolds are not erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might come close to exposed and energized power lines than the following:
 - Three feet from insulated lines of less than 300 volts;
 - Ten feet plus for any other insulated or uninsulated lines.

Scaffold Safety is detailed in section X of this SSSP binder.

5.12 Excavation and Trenches

Excavation and trenching are done in the presence of a competent person and in compliance with, but not limited to, the following procedures:

- Any excavation or trench five feet or more in depth is provided cave-in protection through shoring, sloping, benching, or the use of hydraulic shoring, trench shields, or trench boxes. Trenches less than five feet in depth and showing potential of cave-in are also provided cave-in protection. Specific requirements of each system are dependent upon the soil classification as determined by a competent person.
- A competent person inspects each excavation/trench daily prior to the start of work, after every rainstorm or other hazard increasing occurrence, and as needed throughout the shift.
- An exit is provided in trenches four feet or more. The exit(s) is/are within 25 feet of any employee in the trench.
- Spoil piles and other equipment are kept at least two feet from the edge of the trench or excavation.

The Excavation Plan is detailed in section M of this SSSP binder.

5.13 Ladders

Ladders are inspected during the weekly inspections to identify any unsafe conditions. Any ladders found to be unsafe are taken out of service. Extension ladders extend three feet above the work surface and are 100 percent tied off. Step ladders are only

used in the open position. Ladders are stored lying down. No standing on the top step or first rung below the top of a step ladder.

Ladder Safety is detailed in section W of this SSSP binder.

5.14 Illumination

Construction areas, aisles, stairs, ramps, runways, corridors, offices, shops, and storage areas where work is in progress are lighted with either natural or artificial illumination. Lighting shall be in accordance with 29CFR Subpart D1926.56.

5.15 Motor Vehicles and Mechanized Equipment

Vehicles and equipment are only operated by qualified persons (training or experience). The Safety Department maintains equipment training logs. Employees operating ADAMAS-owned vehicles must sign and abide by ADAMAS Vehicle Policy.

All equipment operators are responsible for checking, on a daily basis, all fluid levels, drive components, and hydraulics. In addition, operators visually inspect the engine and look for structural breaks and cracks on the machine. Any and all deficiencies must be reported to a supervisor immediately. When equipment is stopped or parked, parking brakes are set and other safety precautions are taken as required for the type of equipment such as placing the forks flat on the ground. Keys shall be removed from equipment at the end of each shift.

5.16 Severe Weather

Outside construction operations including, but not limited to, steel erection, site work, and concrete work are suspended if severe wind or rain conditions present safety hazards at the worksite. Ice and snow hazards are evaluated and appropriate measures taken to abate potential hazards.

5.17 Accidents

All accidents and near misses must be reported immediately to the foreman or superintendent. An accident report is then filled out by the employee and the supervisor. Filling out an accident report does not require the delay of medical attention. Any injury is treated first. Employees file such reports without fear of reprisal by management.

The accident or incident may be discussed at weekly safety

meetings or in the Safety Alert to talk about how to avoid that sort of accident in the future.

Accident Prevention and Investigation Procedures and documents are located in section E of this SSSP binder.

5.18 First Aid

First-aid kits are available in the project office, at the safety center and other locations as indicated during orientation. In addition, foremen and superintendents maintain current first-aid and CPR cards.

CPR/First-Aid cards are located in section I of this SSSP binder.

5.19 Fire Protection

ADAMAS maintains one or more fire extinguishers (rated not less than 2A) every 3000 square feet of building area, or every 100 feet. In multi-story buildings one or more fire extinguishers rated not less than 2A are provided on each floor and adjacent to the stairway(s). All hot work activities shall have a fire extinguisher at the task location. All trucks and equipment are fitted with portable fire extinguishers. Employees are instructed on the location and usage of these fire extinguishers. Emergency telephone numbers for fire protection and emergency medical services are posted on the field office bulletin board.

The Fire Prevention Plan is located in section C of this SSSP binder.

5.20 Emergency Action Plan

Each jobsite develops an emergency action plan that's reviewed with each employee during orientation. The emergency action plan covers emergency escape procedures, procedures followed by employees remaining to operate critical operations before they evacuate, procedures to account for all employees, rescue and medical duties, and how to report emergencies.

The Emergency Action Plan is located in section C of this SSSP binder.

5.21 Environmental Protection Plan

This Site Safety Plan contains an Environmental Protection Plan for the control, prevention, management, containment, cleanup, and disposal of petroleum products or other hazardous substances which may be generated on each project.

The Project Superintendent, Project Safety Manager or SWPPP Control Lead directs measure to control and prevent accidental discharge of petroleum products or other hazardous substances during storage and transfer on all jobsites. Any onsite storage is in approved containers. Absorbent pads and other recovery equipment shall be available to contain and recover any fuel accidentally spilled. Any spills and contaminated soils are cleaned and disposed of in accordance with applicable requirements of the State of Montana Department of Environmental Quality and the US Environmental Protection Agency.

The Environmental Protection Plan is located in section D of this SSSP binder.

5.22 Traffic and Pedestrian Control

A traffic control plan will be developed and put in place prior to beginning work on the project for the protection of workers and the general public.

Barricades and signage must be placed around job site areas to re-route vehicle traffic and keep pedestrians out of the jobsite. Project Managers and Superintendents will evaluate the site before work starts to plan site control. Fencing, signage, and barricades shall be erected and secured as to keep pedestrians out.

Any time while performing work near or on a road way and a worker has a sense of traffic patterns not being controlled properly or speeds to extreme for conditions, the worker should remove them self from the area and notify Supervisor. Job Superintendents shall stress and discuss at Job Safety Meetings for all workers to be aware of traffic hazards and pedestrians.

5.23 Steel Erection and Crane Operation

All steel erection work shall be performed in accordance with CFR 1926 Subpart R. All crane activities shall follow requirements of CFR 1926 Subpart CC.

Steel erection and crane operation will be performed by a qualified subcontractor selected by Project Management. As the Controlling Contractor, ADAMAS Constructors will provide the following notifications to the Steel Erection Subcontractor:

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- The concrete in the footings, piers and walls and the mortar in the masonry piers and walls has attained, on the basis of an appropriate ASTM standard test method of field-cured samples, either 75 percent of the intended minimum compressive design strength or sufficient strength to support the loads imposed during steel erection.
- Any repairs, replacements and modifications to the anchor bolts were conducted in accordance with CFR 1926.755(b).
- Adequate access roads into and through the site for the safe delivery and movement of derricks, cranes, trucks, other necessary equipment, and the material to be erected and means and methods for pedestrian and vehicular control. Exception: this requirement does not apply to roads outside of the construction site.
- A firm, properly graded, drained area, readily accessible to the work with adequate space for the safe storage of materials and the safe operation of the erector's equipment.

Pre-planning of overhead hoisting operations. All hoisting operations in steel erection shall be pre-planned to ensure that the requirements of CFR 1926.753(d) are met.

Site-specific erection plan. Where employers elect, due to conditions specific to the site, to develop alternate means and methods that provide employee protection in accordance with CFR 1926.753(c)(5), 1926.757(a)(4) or 1926.757(e)(4), a site-specific erection plan shall be developed by a qualified person and be available at the work site.

5.24 Concrete Work

For projects that involves extensive concrete removal and placement. There are many hazard associated with this work including but not limited to; Slips Trips, Falls, Strains and Sprains, Eye Injuries, Chemical Burns, and Cilica Exposure. Risk assessment shall be performed for all concrete work to minimize the associated hazards.

6.0 Safety Program and Policy Limitations

The provisions in this policy reflect decisions made by management and are not required to be approved by employees. It's impossible to anticipate every circumstance or question about policy and include them all in this safety program and policy. Also, as time goes by, the need for revisions will arise and ADAMAS reserves the right to revise, supplement, or rescind any portion of this policy at its discretion at any time with or without notice.

This revised policy replaces all prior ADAMAS safety procedures and policies. To avoid confusion, please discard superseded copies.

Anchorage Museum Expansion

#15-423

- A. Policy and Procedures**
- B. Jobsite Map & Emergency Phone Numbers**
- C. Emergency Action, Evacuation, and Fire Plan**
- D. Environmental Protection Plan & Control of Hazardous Materials**
- E. Accident Prevention and Reporting Procedures**
- F. Job Hazard Analysis**
- G. Hazard Communication Plan**
- H. Jobsite and Equipment Inspections**
- I. Training & Safety Meeting Documents**
- J. Fall Prevention and Protection**
- K. Elevated Surface Work Emergency Action and Rescue Plan**
- L. Forklift Procedures and Training**
- M. Trenching and Excavation Procedures**
- N. Lockout/Tagout Policy**
- O. Confined Space Procedures**
- P. Respiratory Protection Plan**
- Q. Subcontractor Health and Safety Procedures**
- R. Aerial Lift and Scissor Lift Procedures**
- S. Personal Protective Equipment**

ADAMAS Construction & Development, PLLC.

Site-Specific Safety Plan

T. Power Tools, Hand Tools and Machine Guarding

U. Electrical Safety

V. Welding and Cutting

W. Ladders and Stairs

X. Scaffolding Procedures

Job Site Map

Lame Deer Montana Sludge Removal

EMERGENCY PHONE NUMBERS

911

Emergency

<u>406-477-6288</u>	LAME DEER FIRE DEPARTMENT
<u>406-477-6288</u>	LAME DEER POLICE DEPARTMENT
<u>800 222-1222</u>	STATE OF MONTANA POISON CONTROL
<u>800 424-8802</u>	SPILL RESPONSE (NRC)
<u>406-444-2544</u>	MTDEQ
<u>406-697-3022</u>	HAZARD MATERIALS EMERGENCY RESPONSE TEAM
<u>TBD</u>	ADAMAS JOBSITE OFFICE
<u>697-3022</u>	ADAMAS SUPERINTENDENT (CELL) – NATHAN PIERCE
<u>697-3022</u>	SAFETY CORDINATOR (CELL) – NATHAN PIERCE
<u>697-3022</u>	ADAMAS PROJECT MANAGER (CELL) – NATHAN PIERCE
<u>562-2336</u>	NCUC OFFICE
<u>406 784-2341</u>	TRECO POWER OUTAGE
<u>406-247-7094</u>	IHS-SFC

Emergency Action, Evacuation, and Fire Prevention

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Emergency Action, Evacuation, and Fire Prevention

1.0 Purpose

The purpose of this Emergency Action Plan (EAP) is to ensure employee safety from fire and other emergencies. This written document is prepared to demonstrate compliance with 29 CFR 1910.38. It provides a written document detailing the actions and procedures to be followed in case of an emergency.

At the time of an emergency, employees should know what type of evacuation is necessary and their responsibilities in carrying out the plan. In some cases the emergency is grave requiring total and immediate evacuation of all employees in necessary. In other emergencies a partial evacuation of non-essential employees with a delayed evacuation of others may be necessary. In some cases, only employees in the immediate area of a fire may be expected to evacuate or move to a safe area such as when a local application of a fire suppression system discharge sounds the employee alarm. Employees must ensure they know what's expected of them in all such emergency possibilities which were planned in order to provide assurance of their safety from fire or other emergencies. This plan contains the information required for employee knowledge.

2.0 Types of Emergency Evacuations

At this location the following types of potential emergencies exist:

1. Evacuation of seriously injured personnel.
2. Fire or explosion.
3. Earthquake
4. Building collapse.
5. Encountering combustible or toxic gases.
6. Other emergencies.

3.0 Employee Training

All employees are trained in safe evacuation procedures and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change and whenever the plan itself is changed. In addition, the employer must review with each employee (upon initial assignment) the parts of the plan the employee must know to protect the employee in the event of an emergency. Every individual is responsible for immediately correcting and/or

reporting any hazard or unusual condition that might lead to the development of a fire or emergency situation. All individuals are responsible for knowing:

1. In an emergency **call 911**.
2. Location of emergency phones and fire alarm
3. Location of emergency equipment.
4. Location of safe-briefing area for evacuation.

The training may include the use of floor plans and workplace maps which clearly show the emergency escape routes included in the Emergency Action Plan.

4.0 Floor Plans and Maps

Floor plans and workplace maps were developed for this location to show the emergency escape routes. Color coding aids employees to determine their escape route assignments. These floor plans and maps are available and posted at all times in the key areas of the jobsite to provide guidance in an emergency. A copy of the floor plans and map are located in Appendix 1. **Note:** Floor plans and maps may not be available at the beginning of this project.

5.0 Response to Accidents Involving Injuries

5.1 Use of the acronym: **SAVE**.

The following steps should be followed to respond to injuries resulting from accidents:

Situation: Quickly assess the situation to determine if any hazards exist, the extent of the injury, and to decide the best mode of response.

Activate:

1. If the injured person has serious injuries or is not responding, immediately **call** or **direct** a person to call **911**. The caller needs to stay on the line and give responder pertinent information e.g. location and street address, nature of injury, conditions, number of persons involved. Jobsite identification hardhat stickers with job address and phone numbers are given to all new employees.
2. Notify site superintendent/management to start emergency action plan. Radio call is: **code RED**.

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Site-Specific Safety Plan

Site management:

- Management sends personnel to direct emergency responders to the accident scene: one person at the street and one at building entrance.
- Moves excess equipment out of the way.
- Secures the scene for an accident.

Verify:

1. Verify the extent of injury.
2. Stabilize and prevent movement (if necessary).
3. Render first aid using proper PPE e.g. protective gloves, CPR, mouth shield.
4. Treat for shock (keep injured worker warm).
5. Stay with the injured worker until emergency services arrive.
6. Assist emergency personnel upon arrival.

Evaluate:

Investigate the accident. (See Accident Reporting in site safety manual.)

Note: ADAMAS Safety Policy requires a post-accident/incident investigation be performed for all injuries beyond first aid.

Drug testing is required when the injury:

1. Involved circumstances leading to a reasonable suspicion of the employee's drug use.
2. Results in or causes the release of hazardous waste or materials, or
3. Involves an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property was damaged, or unusually careless acts were performed. Such testing is required of any employee directly involved in such an incident and whose action or inaction may have been a causative factor.

Supervisors must consult with corporate safety/risk management for guidance on drug screening.

6.0 Emergency Escape Procedures and Assignments

The following are the evacuation procedures for a fire, earthquake, building collapse, and/or any other emergency:

1. **Stay calm!** Your example can influence others and thereby aid the emergency response.
2. Employees proceed to the nearest available and safe exit and leave the building as quickly as possible in the event of a fire or other emergency requiring evacuation to achieve safety.
3. As a matter of general practice, corridors (if applicable) are the primary means for evacuation from a building.
4. Personnel operating moving machinery e.g. trucks, forklifts, etc. are to depress the closest emergency stop button (if applicable) or park the vehicle to the side immediately.
5. Personnel are to gather at a “refuge zone.” The refuge zones provide sufficient space to accommodate the employees. During evacuation procedures employees move away from the exit discharge doors of the building and avoid congregating close to the building(s) and/or main entrance area where they may hamper emergency operations.
6. The safe-briefing areas are equipped with first-aid equipment to treat any injured employees.
7. No one is allowed onto the jobsite during this time without consent from ADAMAS supervisory personnel.
8. Once assembled no one is permitted to leave the safe-briefing site without consent from ADAMAS supervisory personnel.
9. After the determination is made that re-entry is safe by the fire department or the evacuation coordinator employees may re-enter the building or jobsite.

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Site-Specific Safety Plan

The refuge/safety zones are as follows

<u>Location</u>	<u>Designated Refuge/Safety Zone</u>
TBD	

7.0 Critical Site Procedures

Only in the event of an incipient fire will employees address the fire and care for critical site operations. If the fire exceeds the incipient fire stage, the employee is to evacuate the area immediately.

The procedures to be taken to care for essential jobsite operations until a total evacuation becomes absolutely necessary include:

- Monitoring the jobsite power and water supplies, and,
- Vehicle/utility operations which must be shut down in stages or steps to ensure the safe shut down procedures are completed including the following:

Indicate procedures which must be shut down in stages/steps e.g. pick-up or delivery in process, filling of containers, etc:

1. Equipment operations
2. Material movement
3. Subcontractor utility
4. Fueling

8.0 Evacuation Procedures

The superintendent anticipates the effect of a major emergency or disaster for each specific jobsite and plans a course of action minimizing personal injury and property damage in the event of fire, industrial hazard, or natural disaster. If evacuation of the jobsite and/or building(s) is required, the following procedures are followed ensuring safe evacuation of all employees, contractors, and/or visitors.

1. The evacuation coordinator (default to superintendent or foreman) verifies an emergency situation truly exists. If so, the local fire department or emergency service is notified.
2. The evacuation coordinator utilizes the alarm system or a means of communication e.g. bull horn, public-address system,

radio, etc. to effectively communicate that evacuation of the building and/or jobsite is required.

3. The evacuation coordinator verifies the visitor/subcontractor log is removed from the building/jobsite.
4. The evacuation coordinator conducts a head count to verify all employees, subcontractors, and/or visitors are safely evacuated.
5. The evacuation coordinator communicates to the fire department either that all personnel are safely evacuated or who remains unaccounted for.
6. No one may return to the building or jobsite until the evacuation coordinator or fire department authorizes such action.

9.0 Rescue and Medical Duty Assignments

If rescue is required, the local fire department responding to the emergency is responsible for performing any rescue.

Designated personnel (trained in first aid and cardiopulmonary resuscitation, CPR) provide medical assistance within their capabilities. Trained personnel are:

List trained employee's names here:

Michelle Pierce

Sean Badbear

Nathan Pierce

Professional emergency services responding to an emergency assist with and direct all rescue and medical duty assignment upon their arrival.

10.0 Fire and Emergency Reporting Procedures

In the event of a fire and/or any other type of emergency follow these reporting procedures:

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1. When a fire is detected (seen, heard, smelled, etc.) alert everyone in the near vicinity and radio or otherwise inform the foreman/supervisor (if applicable).

List locations of alarm stations (if applicable):

2. Jobsite personnel (supervisor/foreman, evacuation coordinator, employee if needed) are to verify the alarm is indicating an emergency. If so, they contact the local fire department to summon assistance.
3. The local fire department performs all emergency rescue and fire fighting duties. The evacuation coordinator meets with the fire department to notify them of any missing persons.
4. Employees are not to return to the jobsite or buildings until authorized by the evacuation coordinator or fire department.

11.0 Earthquake Procedures

If an earthquake warning is issued by local news services(s), the evacuation coordinator notifies all employees. If an employee notices earthquake indicators (shaking ground, swaying or falling objects) that employee evacuates to a pre-disclosed earthquake safety/shelter area. The area(s) designated to provide shelter/protection during an earthquake are:

List area(s) designated as earthquake shelter for personnel:

12.0 Evacuation Coordinator

Selected personnel are trained as evacuation coordinators conducting head counts of employees once evacuation is complete. At least one trained evacuation coordinator for every twenty employees on the jobsite is available to provide adequate guidance and instruction at the time of an evacuation. The employees selected are trained in the complete jobsite layout and various alternative escape routes from the jobsite.

All evacuation coordinators are made aware of:

- o Any physically handicapped employees requiring additional assistance and of hazardous areas to be avoided during emergencies.
- o Any visitors/subcontractors or personnel not permanently assigned to work at this jobsite.

Before leaving the jobsite evacuation coordinators ensure all personnel are evacuated from the jobsite and verify that all rooms and other enclosed spaces in the building are empty.

Evacuation coordinator(s) for this jobsite are:

Job Title	Area	Work Shift
Superintendent – Nathan Pierce 406-697-3022	ALL AREAS	ALL SHIFTS
Site Safety Coordinator – Nathan Pierce 406-697-3022	ALL AREAS	ALL SHIFTS

13.0 Fire Prevention Plan

The Fire Prevention Plan was established to control and reduce the possibility of a fire and to specify the type of equipment required to be available in case of a fire.

13.1 List of Workplace Fire Hazards and Procedures

The fire hazards in this location are:

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Hazard Type	Location	Procedures
Lumber stock piles	Storage area	Keep covered and keep smoking area and hot running equipment at distance.
Paint, aerosol cans	Flammable storage cabinet	All flammable paint containers and aerosol cans are to be stored in "flammable storage."
Office paper Office supplies	Offices	Keep amount of paper on hand to a minimum. Ensure all trash containers are empties every day.
Fuel: Gasoline Diesel	Fuel storage area	Follow all OSHA regulations (keep stored upright, away from other fuel, in cool area, etc.)
Flammable material/ chemicals	Specially designated storage area.	Keep separated and away from sources of heat. Otherwise follow above instructions.
Tools and other electrical equipment	Tool storage.	Keep closed when possible. Keep things up above floor so no water gets on them. Also, keep smoking area safely away.

13.2 Housekeeping Procedures

Accumulations of combustible waste materials must be controlled to ensure a fast-developing fire, a rapid spread of toxic vapors or gases, or an explosion does not occur.

Large accumulations of combustible waste materials can cause a large fire or generate dense smoke.

Good housekeeping in the workplace ensures hazardous accumulation of oil soaked rags and/or large accumulations of wastepaper, corrugated boxes, etc. do not pose a significant fire hazard.

13.3 Equipment Maintenance (if applicable)

Certain equipment is installed in a workplace to control heat sources or to detect combustible fuel leaks e.g. a temperature-limit switch, storage tank high level alarms, etc. If these

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devices are not properly maintained or if they become inoperative, a definite fire hazard exists. Employees and supervisors are aware of the specific type of hazard-control devices utilized in the workplace and they ensure (through periodic inspection and/or testing) such devices are operable. The manufacturer's instructions are followed ensuring proper operation and maintenance procedures are followed.

13.4 Ignition Sources and Fire Protection

The ignition sources at this location and their control procedures at this location are:

Ignition Source	Control Procedure
1. Electrical	Periodic inspection of equipment. Dry, clean storage.
2. Flame Heaters	Safely distanced from everything around.
3. Welding	Observation and wetting of things around.
4. Cigarette butts	Smoke only in designated areas.
5. Hot-running equipment	Keep distance from other objects and observation.

Also, smoking is only allowed in designated smoking areas of this location. The designated smoking area(s) for this location are:

Designated Smoking Area:

Area(s) assigned by site superintendent.

13.5 Fire Protection Equipment

The fire protection equipment utilized at this location includes various sizes of multipurpose dry chemical (aka, ABC) portable fire extinguishers to protect from the various types of fire hazards. Employees are trained on site with the location and usage of portable fire extinguishers.

Appendix 1

Floor plans and maps here.

**Environmental Protection Plan &
Control of Hazardous Materials**

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 2.....Montana Spill Reporting Contacts

Environmental Protection Plan & Control of Hazardous Materials

1.0 Purpose

This is the written Hazardous Material Control Plan for the control, prevention, management, containment, cleanup, and disposal of petroleum products or other hazardous substances which may be generated on this project.

2.0 Identification of Hazardous Materials

2.1 Materials

The following material is assumed to be hazardous or to contain hazardous substances (toxic, corrosive, ignitable, explosive, or chemically reactive) and is subject to control:

- Petroleum products (including diesel fuel or fuel oil, gasoline, grease, motor oil, hydraulic oil, and gear lube)
- Petroleum-contaminated materials
- Solvents
- Paints
- Antifreeze
- Lead/acid batteries

2.2 Control Measures

Control measures include safe storage and containment, recovery of spills, and identification and accountability.

3.0 Storage, Containment, and Disposal

3.1 Diesel Fuel, Fuel, Oil, and Gasoline

The project Superintendent ensures control and prevents accidental discharge during storage and transfer. Any onsite storage is in approved containers. Absorbent pads and other recovery equipment is available to contain and recover any fuel accidentally spilled. Any spills and contaminated soils are cleaned and disposed of in accordance with applicable requirements of the State of Montana Department of Environmental Quality and the US Environmental Protection Agency.

3.2 Petroleum-Contaminated Materials

Petroleum-contaminated materials such as used oil filters and old hydraulic hoses are retained and safely stored until disposal in an area or container where discharge of petroleum is prevented or contained. Disposal is in accordance with regulations.

3.3 Grease and Gear Lube (solidified)

Solid lubricants are stored in a protected area where containers are not damaged. Spent containers are appropriately disposed of in accordance with regulations. Accidental discharges are recovered.

3.4 Motor Oil, Hydraulic Oil, and Liquid Gear Lube

Unused motor oil and other liquid lubricants are stored in protected areas where the containers are not damaged. Bulk containers are placed in a lined area. Spent containers are disposed of in accordance with regulations. Absorbent material is available and used to recover any oil accidentally discharged during transfer operations or at any other time.

Used oil is recovered, stored in the same manner as new oil, and disposed of in accordance with regulations. Used oil is not stored in open containers.

All equipment using hydraulic hoses and cylinders are inspected on a regular basis and furnished with absorbent pads and other spill recovery materials to mitigate discharges to the environment in case of equipment failure.

When equipment operating on or adjacent to waterways has a petroleum leak which cannot be immediately repaired or controlled, it's removed from service until repairs are made.

3.5 Solvent and Paints

Solvent and paints are stored in a protected area where the containers are not damaged. Spent solvents are retained and disposed of in accordance with regulations, as are leftover paints. Accidental discharges are recovered.

3.6 Cement and Epoxies

Cement and epoxies are stored in dry protected areas. No discharge or diluted cement is allowed outside of concrete forms. Cleaning of ready mix trucks and disposal of leftover ready mix are only accomplished in an appropriate manner. Leftover epoxy is stored and disposed of in accordance with regulations.

3.7 Lead/Acid Batteries

Lead/acid batteries are stored in a protected area. Used batteries which cannot be recharged, are returned to the dealer or to a battery recycling facility.

3.8 Explosives

Explosives are securely stored and accounted for in accordance with regulations covering the storage and handling of explosives. Transport is only in approved equipment. Handling is by licensed explosive handlers. Surplus explosives are returned to the vendor.

3.9 Antifreeze

Antifreeze is stored in the same manner as liquid petroleum. Spent antifreeze is recovered and retained until proper disposal is accomplished. Antifreeze accidentally discharged is recovered with absorbent materials.

4.0 Emergency Response Procedures

4.1 Brief Jobsite Employees

All employees are briefed on emergency response procedures and the use of emergency response equipment and materials.

4.2 Phone Numbers

The contact phone numbers for spill reporting, spill, or hazardous material emergency response organizations, and the fire department are posted at the jobsite.

5.0 Equipment and Material

5.1 Equipment

Equipment is available on site for hazardous substance containment and cleanup.

5.2 Pads

Absorbent pads are carried in all maintenance vehicles readily available to clean any oil discharges.

5.3 Bags

Plastic bags are carried in all maintenance vehicles readily available for storage of absorbent pads and/or contaminated soil that must be removed from the jobsite.

5.4 Spill Recovery

Any spill recovery supplies used for spill cleanup are stored in a protected dry area until the materials are removed from the site and shipped to a proper disposal area.

6.0 Housekeeping

6.1 Housekeeping Practices

Good housekeeping practices are continually followed. Refueling and maintenance areas are kept clean and free of debris and are monitored daily for compliance. Additional housekeeping items are as follows:

- Hazardous and non-hazardous wastes are not mixed. This will keep the total volume of hazardous waste to a minimum. Waste oil is not mixed with non-hazardous material. It's separated and properly labeled until it's demobilized and disposed of offsite.
- Original containers of hazardous products are completely used before discarding the container.
- Excess amounts of hazardous products are not used; only enough for the job intended.
- Original product labels and Material Safety Data Sheets (MSDS) are kept onsite for each produce in use.

7.0 Reporting Requirements

7.1 Notification

Telephone notification to ADAMAS Construction & Development, PLLC. (ADAMAS) home office and to the State of Montana Department of

Environmental Quality of any discharge of oil or hazardous substances is required as follows:

- Discharge to water: as soon as discharge is noticed.
- Discharge to land: as soon as discharge is noticed, if in excess of 55 gallons. Within 48 hours if in excess of 10 gallons. Fifty-five gallons or less: maintenance of written record of any petroleum product discharge from one to ten gallons.

7.2 Written

Written notification is required within 15 days after the cleanup is completed or, if no cleanup occurs, within 15 days after the discharge.

7.3 Documentation

Written documentation in the form of the Oil and Hazardous Materials Incident Final Report must be submitted to the State of Montana Department of Environmental Quality or the EPA.

Note: Environmental protection and hazardous materials control is also addressed in the site Storm Water Pollution Prevention Plan (SWPPP).

Spill Report Form

Immediately report all spills to Project Supervisor and SWPPP Coordination personnel. Montana Department of Environmental Quality discharge notification and reporting requirements must be followed. See DEC notification document for requirements.

Please print or type all information.

Circle one:

NCUC **ADAMAS Subcontractor** _____
Company Name

Spill location _____

Date and time of spill _____ Date & time of discovery _____ Duration of release/spill _____

Type of incident:

<input type="checkbox"/> Explosion	<input type="checkbox"/> Pipe/valve leak or rupture
<input type="checkbox"/> Fire	<input type="checkbox"/> Vehicle accident
<input type="checkbox"/> Leaking container	<input type="checkbox"/> Other _____
<input type="checkbox"/> Loading/unloading release	

Material released (chemical or trade name):

Check here if additional materials listed on an attached page.

Estimated quantity released: _____

Physical state released: _____

Factors contributing to release:

- | | |
|--|---|
| <input type="checkbox"/> Equipment failure | <input type="checkbox"/> Training deficiencies |
| <input type="checkbox"/> Operator error | <input type="checkbox"/> Unusual weather conditions |
| <input type="checkbox"/> Faulty process design | <input type="checkbox"/> Other: _____ |

Source of loss: Container Pipeline Truck
 Tank Other: _____

Immediate actions taken:

- Containment
- Dilution
- Evacuation
- Hazard removal
- System shut down
- Diversion of release to treatment
- Decontamination of persons/equipment
- Monitoring
- Neutralization
- Other: _____

Release reached:

Surface waters (include name of river, lake, drain involved) _____

Distance from spill location to surface water in feet: _____

Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known): _____

Drain connected to storm sewer (include name of drain or water body it discharges into, if known): _____

Groundwater (indicate if it's a known or suspected drinking water source and include name of aquifer, if known): _____

Soils (include type e.g. clay, sand, loam, etc) _____

Ambient Air Spill contained on impervious surface.

Extent of injuries, if any: _____

Was anyone hospitalized: Yes. Number: _____ No.

Total number of injuries treated onsite: _____

Describe the incident, the type of equipment involved in the release, how the volume of loss was determined, along with any resulting environmental damage caused by the release. Identify who immediately responded to the incident. Also, identify who did further cleanup activities, if performed or know when report submitted.

Check here if description or additional comments are included on an attached page.

_____ Name of person submitting report	_____ Phone Number
_____ Signature	_____ Date

Accident Prevention and Reporting Procedures

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Accident Prevention and Reporting Procedures

1.0 Introduction

Accidents are unplanned events sometimes resulting in injury or damage to property. Good companies learn from accidents especially those that don't result in injury. This Accident and Loss Prevention Program is ADAMAS Construction & Development, PLLC. (ADAMAS) approach to reducing or eliminating accidents at the home office and jobsites.

This plan can be used alone or in conjunction with other safety plans and programs.

2.0 Responsibility

Management at all levels and the Safety Department are responsible for implementation of this Program. Each Project Manager (with assistance from the Safety Department) is responsible for carrying out these provisions. Employees are responsible for understanding the safety aspects and hazard controls and using these controls properly throughout their workplace. This Site-Specific Safety Plans and/or activity hazard analysis is used to evaluate the hazards and identify suitable controls.

3.0 Communication

Project management and the Safety Department communicates with workers continually on health and safety matters including providing the incentive and mechanism for employees to report jobsite hazards, near misses, and accidents without fear of reprisal. The field crew is totally involved in all aspects of ADAMAS Safety Programs, primarily through open communications. Anyone in our organization can call the corporate safety office (406-697-3022) for advice on a safety issue anytime, although supervisors should be aware of all communications.

4.0 Compliance

ADAMAS makes available to all employees this Site-Specific Safety Plan and communicates requirements of each employee. Failure to comply

includes disciplinary action that may include the termination of employment.

5.0 Accident Investigation

Accident investigation and reporting is a systematic search and review for factual information on the cause, extent, and nature of an accident. The purpose of this investigation is to learn what caused an accident and how ADAMAS can prevent similar accidents in the future throughout the company. This should be done for all near misses, property damage, and injuries.

Management and employees at all levels, plus the Safety Department are responsible for implementation of accident investigation and reporting as well as implementing follow-up recommendations.

5.1 ADAMAS Safety Department Responsibilities

- Report injuries or illness to appropriate agencies, as required by law.
- Review all accident reports or forms, including near misses, accidents, and losses.
- Develop and coordinate report forms to ensure their current and applicable.
- Train supervisors in accident and loss responsibilities, report investigation, and recordkeeping.
- Conduct follow-up investigations when required.
- Review accident investigation policy and adjust as necessary.
- Ensure follow-up recommendations are implemented.

5.2 Supervisor/Project Manager Responsibilities

- Conduct accident investigations using appropriate forms and procedures (see forms in appendices at the end of this section). Report all:
 - Recordable occupational injuries

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Site-Specific Safety Plan

- Near misses
- Occupational illness or disease
- Occupational deaths
- Occupational accidents involving any of the above
- Train and encourage employees to report all work-related near misses, accidents, illnesses and injuries as they occur.
- Identify and take required corrective measures to prevent similar accidents.
- Report all serious accident and deaths immediately (or within reason) to ADAMAS Safety Coordinator.

5.3 Employee Responsibilities

- Report immediately all occupational injuries, accident, illnesses and near misses.
- Communicate all factors surrounding an incident.
- When requested participate fully in an accident or injury investigation.

6.0 Accident Reporting Procedure

6.1 General Reporting

Standard OSHA Form 300 reporting classifications used are: Death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional, the reporting requirements are as follows:

Death:

You must record an injury or illness resulting in death by entering a check mark on the OSHA 300 Log in the space for cases resulting in death. You must also report any work-related

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fatality to OSHA within eight (8) hours, as required by Part 1904.39.

Days away from work:

When an injury or illness involves one or more days away from work, record the injury or illness on the OSHA 300 Log with a check mark in the space for cases involving days away and an entry of the number of calendar days away from work in the number of days column. If the employee is out for an extended period of time, enter an estimate of the days the employee will be away and update the day count when the actual number of days is known.

Restricted work or transfer to another job:

When an injury or illness involves restricted work or job transfer but, does not involve death or days away from work, record the injury or illness on the OSHA 300 Log by placing a check mark in the space for job transfer or restriction and an entry of the number of restricted or transferred days in the restricted workdays column.

Medical treatment beyond first aid:

If a work-related injury or illness results in medical treatment beyond first aid, record it on the OSHA 300 Log. If the injury or illness did not involve death, one or more days away from work, one or more days of restricted work, or one or more days of job transfer, enter a check mark in the box for cases where the employee received medical treatment but remained at work and was not transferred or restricted.

Injuries requiring treatment beyond the care available on site requires evacuation to a facility capable of a higher level of care.

Emergency first-aid supplies are required at each work site. Minimum supplies required for worksites where a medical facility isn't readily available include the following:

- **bandages**
- **antiseptic**
- **pain reliever**

6.2 Employee Reporting

All work-related accidents, injuries, and illnesses must be reported by employees as soon as they occur. In addition to verbal notification, employees complete a report of damage or an injury report form.

6.3 Supervisors/Project Managers Reporting

Supervisor reports all accidents to the Safety Coordinator immediately. The Safety Coordinator determines if the incident is work related and whether it's recordable or lost-time. Enter each recordable injury or illness on the OSHA 300 Log and 301 Incident Report within seven (7) calendar days of receiving information of a recordable injury or illness has occurred, or an Montana Worker's Compensation Form, if applicable. OSHA Log of Occupational Injury, Form 300 is maintained at the ADAMAS corporate office by the HR/Safety Administrator on a continuous basis from January to January of each year. For the month of February of the following year, the completed OSHA log is posted in a conspicuous location at the work place.

6.3.1 Recordable Injuries

An injury or illness must be considered to meet the general recording criteria, and therefore be recordable, if it results in any of the following:

- death,
- days away from work,
- restricted work or transfer to another job,
- medical treatment beyond first aid, or
- loss of consciousness.

Consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it doesn't result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

6.3.2 First-aid Criteria

For the purposes of part 1904, "first aid" means the following:

- Using a non-prescription medication at non-prescription strength (for medications available in both prescription and non-prescription; a

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recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes).

- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment).
- Cleaning, flushing or soaking wounds on the surface of the skin.
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc, are considered medical treatment).
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes).
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister.
- Using eye patches.
- Removing foreign bodies from the eye using only irrigation or a cotton swab.
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means.
- Using finger guards.

- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

This is a complete list of all treatments considered first aid for Part 1904 purposes.

6.4 Occupational Illness and Disease

Occupational illnesses for an employee is any abnormal condition or disorder, other than one resulting from an occupational injury caused by exposure to environmental factors associated with employment. Occupational illnesses include acute and chronic illnesses or diseases that may be caused by inhalation, absorption, ingestion, or direct contact with hazardous materials.

7.0 Reporting Losses and Accidents

All accidents, damage or near misses (no matter how trivial) are reported immediately to supervisors. Supervisors follow-up on each incident and report results to the Safety Coordinator and ADAMAS management within 24 hrs of occurrence. Reportable incidents or lost-time accidents are recorded immediately on OSHA Form 300 and any required State Department of Labor forms. OSHA Form 300A is displayed at each main office from February 1 to April 30 of each year.

7.1 Procedure for Injuries

If an employee is injured and/or complains of illness or pain caused by work, follow these steps:

- Encourage the employee to go to a licensed health-care provider for treatment. A Doctor Visit Packet must go with employee to medical center. Stress to the employee that documents in the packet must be filled out before returning to work. Doctor Visit Packet and all related documents for injuries are found in the Accident Folder in jobsite office.
- Complete:
 - Employee Report of Occupational Injury or Illness to Employer, DOL form

- Authorization for Release of Information
- Accident Investigation form

Forward to office ASAP.

- Nathan Pierce at 406-697-3022. Back up: Michelle Pierce 406-697-2332. While on phone ask about drug/alcohol testing.

7.2 Procedure for Serious Accidents

If it's a serious accident, follow these steps:

- Call 911.
- Secure accident scene and don't let anyone leave. Get witness names, company name, address, and phone number.
- Don't talk to the media. Refer media to Nathan Pierce.
- Notify family members of the location and condition of the injured employee(s)
- Call Nathan at 406-697-3022
- Call Michelle at 406-697-2332

8.0 Accident and Loss Forms (See Appendices)

Post-Accident Procedures: When an employee is injured follow these steps:

Hazard Alert/Near Miss Report: All ADAMAS employees on a job site are familiar with this form. This is intended to inform all employees, supervisors and safety personnel of near misses. Our intent is to learn from near misses and prevent accidents.

Damage to Property form: Needs to be completed by both supervisor and employee involved in an incident where damage to ADAMAS property is done, whether it's work related or not.

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Report of Occupational Injury or Illness: The injured employee completes top portion of the form. Send form to Michelle at the corporate office within 24 hours. (This is the one page DOL form found in the jobsite accident folder.)

ADAMAS Accident Investigation Form: This form is used to track the progress of previously reported injuries. Did they become lost time, etc?

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PLLC.**

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Accident Investigation Form

Date: _____

Project Name/Location: _____

Name of Injured Employee: _____

Superintendent: _____

Project Manager/Owner Signature: _____

Superintendent/Foremen Signature: _____

Employee Signature: _____

1. Background Information:

a. Where and when the accident occurred:

b. Who and what were involved:

c. Witnesses:

2. Account of the Accident (what happened?):

a. Sequence of Events:

b. Extent of damage:

c. Personal or property:

3. Subsequent Remedial Measures:

a. Causes (may include unsafe acts, conditions, management policies, personal, or environmental factors):

b. Remedial Recommendations (how do we prevent this from occurring in the future?):

c. Will there be additional training or discipline for the involved employee(s)?:

Attach additional notes and photos of scene and conditions (do not attach any photos that contain people).

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Incident/Property Damage Report Form

Reported By _____ Dept. _____

Date _____

Date of Incident _____ Time of Incident _____ a.m. _____ p.m.

Location of Incident _____

Was Police Dept. Notified? Yes No Fire Dept? Yes No

Incident Report

Please provide a brief description of the type of damage:

Injury to Person _____

Damage to Property _____

Other (describe) _____

Name of Party _____ Phone _____

Address (include complete address, with street address, city, state and zip)

Driver's License No. _____ Vehicle License No. _____

Briefly Describe What Happened:

Did party indicate intent to file a claim against agency? Yes No

Witnesses:

Name _____ Address _____

Phone _____

Name _____ Address _____

Phone _____

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Hazard Alert/Near Miss Report

Employees may use this form to report a workplace hazard or provide safety suggestions.

Hazards posing an immediate danger to life or health should be reported **immediately** to your Supervisor.

Date: _____ **Time:** _____

Location of Hazard/Incident (building, room, area, and other description):

Description of Hazard/Incident (including whether it is Chemical, Biological, or Physical): _____

Your Recommendation for Correction: _____

Has this Hazard/Incident been reported to a Supervisor? Yes No

Optional:

Date: _____

Employee Name: _____

Remarks: _____

Job Hazard Analysis

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Job Hazard Analysis

1.0 Purpose

One way to increase knowledge of hazards in the workplace is by conducting a job hazard analysis on individual tasks. A job hazard analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular operation. In a JHA each basic step of the job is examined to identify potential hazards and to determine the safest way to do the job. The analysis process may identify previously undetected hazards and increase the job knowledge of those participating.

2.0 Procedure

Four basic steps are used in conducting a job hazard analysis. The JHA is documented by using the appropriate JHA forms or tablets.

- Selecting the job to be analyzed.
- Breaking the job down into a sequence of steps.
- Identifying potential hazards.
- Determining preventive measures to overcome these hazards.

3.0 Job Selection

Ideally all jobs should be subjected to a JHA. In some cases practical constraints exist posed by the amount of time and effort required to do a JHA. Factors considered in assigning a priority for analysis of jobs include:

3.1 Accident frequency and severity

Jobs with frequent or infrequent accidents resulting in disabling injuries.

3.2 Potential for severe injuries or illnesses

The consequences of an accident, hazardous condition, or exposure to harmful substance are potentially severe.

3.3 Newly established jobs

Due to lack of experience hazards may not be evident or anticipated.

3.4 Modified jobs

New hazards may be associated with changes in job procedures.

3.5 Infrequently performed jobs

Workers may be at greater risk when undertaking non-routine jobs and a JHA provides a means of reviewing hazards.

4.0 Break the Job Into Steps

After the job is chosen for analysis the next stage is to break the job down into steps. A job step is defined as a segment of the sequence in the operation necessary to advance the work. An important point to remember is to keep the steps in correct sequence. Any “out of order” steps may miss potential hazards or introduce hazards which do not actually exist.

5.0 Identifying Potential Hazards

To help identify potential hazards the job analyst may use questions such as these (this is not a complete list):

- Could a body part be caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Could the worker make harmful contact with objects?
- Could the worker slip, trip, or fall?
- Could the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger of falling objects?
- Is lighting a problem?
- Could weather conditions affect safety?
- Is harmful radiation a possibility?
- Could contacts be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapors in the air?
- Is there a confined space?

6.0 Determining Preventive Measures

The final stage in a JHA is to determine ways to eliminate or control the hazards. The generally accepted measures (in order of preference) are:

6.1 Eliminate the hazard

This is the most effective measure. These techniques should be used to eliminate the hazards:

- Choose a different process
- Modify an existing process
- Substitute with less hazardous substance
- Improve environment (ventilation)
- Modify or change equipment or tools

6.2 Contain the hazard

If the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths, or similar devices.

6.3 Revise work procedures

Consideration might be given to modifying hazardous steps, changing the sequence of steps, or adding additional steps.

6.4 Reduce the exposure

These measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. Personal protective equipment is a means of reducing exposures.

In listing the preventive measures use of general statements such as “be careful” or “use caution” are avoided. Specific statements which describe both what action is taken and how it’s performed are preferable.

7.0 Communication

JHA is a useful technique for identifying hazards so measures can be taken to eliminate or control them. Once the analysis is completed the results must be communicated to all workers performing that job. JHA can also be used for review when repetitive tasks are performed.

Appendices

JHA and SPA Template

**ADAMAS Construction &
Development Services PLLC.
Job Hazard Analysis**

Activity:		Analyzed by:	Date:
Spec Sections:			
Principal Steps	Potential Safety/Health Hazards	Recommended Controls	
1)	1a)	1a)	
2)	2a)	2a)	
3)	3a)	3a)	
Equipment to be used	Inspection Requirements	Training Requirements	
PPE:			

Hazard Communication Plan

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Hazard Communication Plan

1.0 Introduction

The ADAMAS Construction & Development, PLLC. (ADAMAS) Hazard Communication Program is designed to transmit information regarding the hazards of chemical and physical agents present in the workplace to those employees who may be affected.

This Hazard Communication Program was established in accordance with the Occupational Safety and Health Standards for General Industry (29 CFR 1910.1200 Hazard Communication) as regulated by the Occupational Safety and Health Administration (OSHA). In addition, this program was established in accordance with Montana Code Annotated, as regulated by the Montana Department Labor and Workforce Development, Occupational Safety and Health Division.

2.0 Procedures

Employee exposures to hazardous chemicals and/or physical agents can lead to serious and permanent injuries and illnesses. Certain operations conducted by ADAMAS require employees to handle hazardous chemicals and/or expose employees to physical agents.

This Hazard Communication Program provides guidelines and procedures for safe handling of hazardous chemicals and/or exposure to physical agents under normal use conditions as well as during foreseeable emergencies. It also includes areas of responsibility for ADAMAS management, supervisors, and other employees.

This Hazard Communication Program affects all ADAMAS employees exposed to hazardous chemicals and/or physical agents. Each ADAMAS workplace institutes and maintains a Hazard Communication Program.

3.0 Definitions

Term	Definition
Chemical	Any element, chemical compound, or mixture of elements and/or compounds.
Combustible Liquid	A liquid having a flash point at or above 100 degrees Fahrenheit (°F) but below 200°F.
Compressed Gas	A gas or mixture of gases in a container having an absolute pressure exceeding 40 pounds per square inch (psi) at 70°F; or a gas or mixture of gases in a container having an absolute pressure exceeding 104 psi at 130°F regardless of the pressure at 70°F; or a liquid having a vapor pressure exceeding 40 psi at 100°F.
Container	Any bag, barrel, bottle, can, cylinder, drum, reaction vessel, storage tank, or the like containing a hazardous chemical.
Explosive	A chemical that when subjected to sudden shock, pressure, or high temperature causes a sudden, almost instantaneous release of pressure, gas, and heat.
Flammable Aerosol	An aerosol that yields a flame projection exceeding 18 inches at full valve opening or a flashback (a flame extending back to the valve) at any degree of valve opening.
Flammable Gas	A gas that at ambient temperature and pressure forms a flammable mixture with air at a concentration of 13% by volume or less; or, a gas at ambient temperature and pressure forms a range of flammable mixtures with air wider than 12% by volume regardless of the lower limit.
Flammable Liquid	A liquid having a flashpoint below 100°F.
Flammable Solid	A solid, other than a blasting agent or explosive, that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily. And, when ignited burns so vigorously and persistently it creates a serious hazard.
Flashpoint	The minimum temperature at which liquid gives off a vapor in sufficient concentration to ignite.
Hazardous Chemical	Any chemical that is a physical hazard or a health hazard.
Hazard Warning	Any words, pictures, symbols, or combination thereof appearing on a label or other appropriate form of warning conveying the specific physical and health hazard(s), including target organ effects, of the chemical(s) in the container(s).

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Health Hazard	A chemical with statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. This term includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act upon the hematopoietic, and agents which damage the lungs, skin, eyes, or mucous membranes.
Label	Any written, printed, or graphic material displayed on or affixed to containers of hazardous chemicals.
Oxidizer	A chemical other than a blasting agent or explosive that initiates or promotes combustion in other materials thereby causing fire either of itself or through the release to oxygen of other gases.
Physical Agent	Means heat stress, cold stress, hand-arm (segmental) vibration, ionizing, radiation, lasers, noise, radio frequency and microwave radiation, or ultraviolet radiation which exceeds the threshold established in the 1995-1996 edition of <i>Threshold Limit Values for Chemical Substances and Physical Agents and Biological Exposure indices in the Work Environment</i> published by the American Conference of Governmental Industrial Hygienists (ACGIH).
Physical Agent Data Sheets (PADS)	Written or printed material concerning a physical agent prepared in accordance with the Montana Department of Labor and Workforce Development Occupational Safety and Health Division requirements.
Physical Hazard	A chemical with scientifically valid evidence that it's a combustible liquid, compressed gas, explosive, flammable, and organic peroxide, an oxidizer, pyrophoric, unstable (reactive), or water-reactive.
Pyrophoric	A chemical that will ignite spontaneously in air at temperatures of 130°F or below.
Safety Data Sheet (SDS)	Written or printed material concerning a hazardous chemical prepared in accordance with OSHA Hazard Communication Standard requirements.
Unstable (Reactive)	A chemical in its pure state or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure, or temperature.
Water-Reactive	A chemical that reacts with water to release a gas that is either flammable or presents a health hazard.
Work Area	A room or defined space in a workplace where hazardous chemicals are produced or used, and where employees are present.
Workplace	An establishment, jobsite, or project, at one geographical location containing one or more work areas.

4.0 Hazard Determination

ADAMAS relies on information provided by chemical manufacturers and chemical importers for the purpose of hazard determination under this Hazard Communication Program. The information provided by chemical manufacturers and chemical importers is in the form of a safety data sheet (SDS).

4.1 Hazardous Chemical and Physical Agent Inventory List

ADAMAS completes a hazardous chemical and physical agent inventory for each workplace. This inventory list is updated, if a new hazardous chemical or physical agent is introduced to a workplace. In addition, ADAMAS performs (at a minimum) an annual inventory of hazardous chemicals and physical agents ensuring the inventory list is current and complete.

4.2 Safety Data Sheets

ADAMAS obtains an SDS for each hazardous chemical present in a workplace. SDS is maintained at a central location at each workplace easily identified and readily accessible to all employees during their work shift. ADAMAS requests SDS be supplied with shipments of hazardous chemicals to each workplace. Updated SDS (when made available by the chemical manufacturer or chemical importer) are incorporated into this Hazard Communication Program.

ADAMAS evaluates each SDS received for completeness. At a minimum, SDS must include the following information:

- Product identification and manufacturer information.
- Hazard(s) identification.
- Composition/information on ingredients.
- First-aid measures.
- Fire fighting measures.
- Accidental release measures.
- Handling and storage

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- Exposure controls / personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information.
- Ecological information
- Disposal considerations
- Transportation information
- Regulatory information
- Other information

4.3 Physical Agent Data Sheets

ADAMAS obtains physical agent data sheets (PADS) for each physical agent present in a worksite. PADS are maintained at a central location at each workplace easily identified and readily accessible to all employees during their work shift. PADS are obtained from the Montana Department of Labor at the following address:

Montana Department of
Labor

Phone Call: (406) 444-2840

Internet Web Site:
<http://dli.mt.gov/>

5.0 **Container Labeling Procedures**

ADAMAS personnel ensure each container of an incoming shipment of hazardous chemicals is properly labeled with the following minimum information:

- Product Identifier.
- Supplier Identification.
- Precautionary Statements. (PPE, Fire, Storage, Exposure)
- Hazard Pictograms and Signal Words.
- Hazard Statement.
- Supplemental Information.

Labels supplied by the manufacturer are not defaced or removed from the containers. Labels are in English and prominently displayed on the containers.

If a ADAMAS employee transfers a hazardous chemical from the manufacturer or importer, the employee ensures the secondary container is immediately labeled with the following minimum information:

- Product Identifier
- Supplier Identification
- Precautionary Statements
- Hazard Pictograms / Signal Words
- Hazard Statement
- Supplemental Information

Secondary container labels can include a photocopy of the original container label or any combination of words, pictures, or symbols that convey at least general information regarding the hazards of the material. SDS can be used to provide specific information to the employee when secondary container labels provide general information regarding material hazards. Employees are trained in the

specific labeling procedures for secondary containers used at each ADAMAS worksites.

6.0 Performing Non-Routine Tasks

ADAMAS informs affected employees of the hazards associated with the performance of non-routine tasks. Prior to initiating a non-routine task ADAMAS management specifies the appropriate engineering controls, administrative controls, PPE, and the safe work practices required to complete a non-routine task. This information is reviewed with employees prior to performing the non-routine task.

7.0 Training Program

ADAMAS requires all employees affected by this Hazard Communication Program attend a training program. Employee training is conducted at the time of initial assignment to a work area where hazardous chemicals and/or physical agents are present. Additional training is provided whenever a new hazardous chemical and/or physical agent is introduced to the work area for which an employee was not trained. ADAMAS management and supervisors may require an employee repeat the training if that employee exhibits a lack of understanding regarding this Hazard Communication Program.

The contents of the training program will (at a minimum) include the following:

- The requirements of the OSHA Hazard Communication Standard.
- Additional hazard communication requirements of the Montana Department of Labor and Workforce Development.
- Any operations in work area where hazardous chemicals and/or physical agents are present.
- The location and availability of this Hazard Communication Program including the hazardous chemical and physical agent inventory list, SDS, and PADS.
- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.

- The physical and chemical health hazards of chemicals and/or physical agents in the work area.
- The measures employees can take to protect themselves from the physical and chemical health hazards and/or physical agents (e.g., appropriate work practices, emergency procedures, and PPE).
- The details of this Hazard Communication Program including an explanation of the labeling system, SDS, and PADS, and how employees can obtain and use the appropriate hazard information.

When training about hazards associated with hazardous chemicals the information may be presented to cover categories of hazards such as flammable liquids, carcinogens, or compressed gases. However, chemical-specific information of each hazardous chemical must always be available through labels and SDS.

8.0 Subcontractor Requirements

ADAMAS coordinates the implementation of this Hazard Communication Program in each workplace where subcontractors may be exposed to hazardous chemicals and/or physical agents. ADAMAS provides a copy of this Hazard Communication Program and applicable SDS and PADS to the subcontractors. In addition, subcontractors are responsible for providing ADAMAS with copies of SDS and PADS for hazardous chemicals or physical agents they intend introducing at a ADAMAS worksite. Affected ADAMAS and subcontractor employees are trained on the hazardous chemicals or physical agents for the new hazards they may be exposed to.

9.0 Posting Requirements

ADAMAS ensures current state and federal labor law documents are posted at each workplace. This poster is designed to meet the requirements of Montana Statute.

In addition, ADAMAS posts SDS, PADS or equivalent information for each hazardous chemical and physical agent to which an employee may be exposed. Instead of posting each SDS or PADS, ADAMAS may instead

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opt to post the hazardous chemical and physical agent inventory list at each workplace with an identification of a location where employees may access SDS and PADS at any time during the work shift.

Jobsite and Equipment Inspection

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Jobsite and Equipment Inspection

1.0 Purpose

Inspections are performed on all jobsite locations and equipment for prevention and identification of potential hazards. In most every section of this SSP there're requirements for either daily or weekly inspections. Some inspections are performed informally (daily) and not documented, but other formal inspections (daily and weekly) may require documentation kept on site.

2.0 Responsibility

The Project Manager, Superintendent, and Foreman are all responsible for making sure all inspections are performed on the jobsite. Employees are responsible for performing daily informal inspections and may be assigned the task of performing and documenting formal inspections.

3.0 Types of Inspections

Ideally, all jobs and equipment are subjected to an inspection. The following is a list of inspections that should be performed. This list is non-inclusive; there may be other required inspections. Consult our Safety Coordinator.

3.1 Daily Inspections

- Work area
- Exits, corridors, pathways
- Site security
- Material storage
- Lighting
- Housekeeping
- Tools and guards
- Electrical cords and panels
- Non-powered mobile scaffold (baker, teletower)
- Fall-arrest equipment being used
- PPE
- Ladders
- Slip hazards
- Temp. heat

3.2 Daily

- All power equipment, forklift, aerial lift, scissor lift, cranes, etc.
- Erected scaffolding
- Swing stage scaffolding
- Excavations
- Confined space

3.3 Weekly (formal documented)

- Jobsitewide safety inspection: hazards and corrections
- Storm water pollution prevention

3.4 Monthly

- Fire extinguishers: documented on extinguisher tag.

4.0 Reporting and Documentation

- All employees are required to report all safety hazards to their supervisors.
- All employees are required to fix or correct all safety hazards noted during inspections in a timely manner regardless if the inspection was documented or not.
- Forms for inspection documentation can be found in the appendices of this section or in the appendices following a specific section of this SSSP.

Note: Various weekly inspections forms are in the appendices of this section. This will allow for jobsites to use the form that fits their needs best.

**ADAMAS Construction & Development Services
PLLC.**

Safety Inspection Report

Jobsite: _____ **Date:** _____

Company Name: _____ **Representative:** _____

S=Satisfactory, U=Unsatisfactory, N/A

Safety Item	Grade	Location and Corrections Needed
Proper PPE used for all tasks.		
Ladders used properly, no use of top 2 steps.		
Step ladders fully opened & locked when in use.		
Exits, corridors, & pathways clear.		
Mobile scaffolds used properly, castors locked.		
Lighting adequate in all work areas.		
Right tool being used for the job and guards in place.		
Extension cords in good condition and inspected.		
Electrical panels clear and accessible.		
GFCI used in all connections.		
Fire extinguishers inspected and accessible.		
Hot work activities have extinguisher nearby.		
Temp heating devices safe, no combustibles nearby.		
Work areas clear of construction debris.		
Break areas clean and trash disposed properly.		
Materials storage neat and orderly.		
Flammable/combustible materials stored properly.		
Tools stored properly when not in use.		
Restroom facilities adequate and clean.		
Equipment inspections performed daily.		
Perimeter icy slip hazards controlled.		
Site & equipment secured at end of each day.		

Inspection observations, findings, and comments:

1. _____

2. _____

3. _____

4. _____

Use the back of the sheet for additional notes.

**ADAMAS Construction & Development Services PLLC.
Weekly Safety Inspection Guide**

Location:

Date:

Performed By:

S=Satisfactory, U=Unsatisfactory, N/A

Use the back of this sheet for additional notes

Safety Item	Grade	Date Corrected	Notes
Forklifts			
Inspections performed and up to date.			
Check boom and forks for cracks.			
Check nylon straps for wear.			
Check steel chokers for kinks and fraying.			
Ladders			
Ladders inspected and in good condition.			
Ladders properly secured top and bottom			
Extension ladders extend 3' at top edge.			
Ladders used properly, no use of top two steps.			
Step ladders fully opened & locked when in use.			
Ladders used near guard rails worker using FAS			
No metal ladders around electrical hazards			
Ladder safety feet used properly.			
Scaffolding/Mobile Scaffolding			
All structural members meet safety factors.			
All connections secure.			
Foot sills and mud sills provided.			
Scaffold plumb and square with cross bracing.			
Guard rails, intermediate rails, toe boards.			
Adequate, sound planking provided.			
Scaffold equipment in good working order.			
Ropes and cables in good condition.			
Mobile scaffold wheels/casters locked when in use.			
Rails use when working surface above six feet.			
Fall Protection/Arrest Equipment			
Check body harnesses for wear problems.			
Check lanyards, wear and snap hooks.			
Check anchorages for holding strength (5,000 lbs).			
Check self-retracting lifelines for use and inspection.			
Check guardrails placed at heights.			
Personal Protective Equipment			
Head protection--hard hats			
Hearing protection--noise monitoring on job.			
Foot protection.			
Safety glasses.			
Rubber gloves, aprons & sleeves for chemicals			
Proper PPE used for all activities			
Electricians rubber gloves and protectors.			

**ADAMAS Construction & Development, PLLC.
Weekly Safety Inspection Guide**

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Use the back of the sheet for additional notes

Safety Item	Grade	Date Corrected	Notes
FIRE PREVENTION			
Fire protection program developed.			
Fire instructions provided to personnel.			
Adequate fire extinguishers provided, identified, inspected and accessible at necessary locations.			
Phone number of fire department posted.			
Hydrants clear, access open (not blocked).			
Good housekeeping in evidence.			
Temporary heating devices safe. Adequate ventilation?			
HOISTS AND CRANES			
Cables and sheaves regularly inspected.			
Slings and chains, hooks and eyes inspected			
Equipment firmly supported.			
Outriggers used if needed.			
Power lines inactivated, removed or at a safe distance.			
Swing radius barricaded.			
Proper loading for capacity at lifting radius.			
Rated load capacities posted.			
All equipment properly lubricated and maintained.			
Signal workers where needed.			
Signs posted, understood and observed.			
Inspection and maintenance logs maintained.			
Hazard signs posted and visible to operator.			
WELDING AND CUTTING, HOTWORK			
Operators qualified.			
Screens and shields used when needed.			
Goggles, welding helmets, gloves and clothing used.			
Equipment in safe operating condition.			
Electrical equipment grounded.			
Power cables and hoses protected and good repair.			
Fire extinguishers of proper type nearby.			
Surrounding area inspected for fire hazards.			
Flammable materials protected or removed.			
Gas cylinders secured upright.			
Cylinder caps in use.			
OPENINGS IN FLOORS AND ROOFS			
Covered properly or guarded.			
Covering material will hold 200 lbs.			

**ADAMAS Construction & Development, PLLC.
Weekly Safety Inspection Guide**

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Use the back of the sheet for additional notes

Safety Item	Grade	Date Corrected	Notes
WORK METHODS & ATMOSPHERE			
Proper Lifting Techniques used.			
No running on the jobsite			
Adequate manpower for individual activities.			
Workers aware of the their surroundings.			
Slip, trip, or fall hazards identified and corrected.			
Housekeeping.			
Are JHA's completed for each task.			
Inspections documented for excavation/confin. space.			
Proper lighting for outdoors and work area.			
JOB SITE INFORMATION			
All required posters posted.			
Safety Meetings Held and Documented.			
Medical services, first aid equipment.			
Emergency Telephone numbers posted.			
Haz-Com information posted.			
MSDS collected and available.			
HEALTH INFORMATION PROGRAM			
Employees aware of any dangerous airborne hazards.			
Employees aware of any dangerous chemical hazards			
PADS available to all employees.			
HAND TOOLS			
Proper tools being used for each job.			
Safe carrying practices used (and on ladders).			
Tools are regularly inspected and maintained.			
POWER TOOLS			
Good housekeeping where tools are used.			
Tools and cords in good condition.			
Proper grounding of all tools (3 prongs!).			
Proper instruction in use provided.			
All mechanical safeguards in use.			
Tools neatly stored when not in use.			
Right tool being used for the job at hand.			
Wiring properly installed.			
POWDER-ACTUATED TOOLS			
All operators licensed.			
Tools used only on recommended materials.			
Safety glasses or face shields worn.			
Tools stored properly & unloaded when not in use.			
Competent instruction and supervision provided.			

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Weekly Safety Inspection Guide

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Use the back of the sheet for additional notes

Safety Item	Grade	Date Corrected	Notes
HEAVY EQUIPMENT			
Inspection and maintenance records current.			
Lights, brakes and warning signals operative.			
Wheels chocked when necessary			
Haul roads well maintained and properly laid out.			
Equipment is properly secured when not in use.			
Noise arresters in use.			
Roll over protection devices in place.			
Fire extinguishers installed and inspected.			
MOTORIZED VEHICLES & LIFT TRUCKS			
Barricades illuminated or reflectorized at night.			
Traffic control devices used when appropriate.			
Inspection and maintenance records up to date.			
Operators qualified for vehicle in use.			
Brakes, lights and warning devices operative.			
Weight limits and load sizes controlled.			
Personnel transported in safe manner.			
Fire extinguishers installed where required.			
Backup signals (visual and audible) provided.			
Forks, masts, hydraulic lines, batteries, fuel lines, etc. in good shape.			
FLAMMABLE GASES & LIQUIDS (HAZ-MAT)			
All containers approved and clearly identified.			
Proper storage practices observed.			
Fire hazards checked.			
Proper types and number of extinguishers nearby.			
Proper method for moving cylinders used.			
MSDS information available.			

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Use the back of the sheet for additional notes

Safety Item	Grade	Date Corrected	Notes
HOUSEKEEPING			
Sanitary facilities adequate and clear.			
Potable water available for drinking.			
Disposable drinking cups available/container for used cups.			
Working areas generally neat.			
Waste and trash regularly disposed.			
Enclosed chute provided when material dropped outside of building from over 20 feet.			
Lighting adequate for all work tasks.			
Projecting nails removed or bent over.			
Oil & Grease removed from all passageways			
Waste containers provided and used.			
Passageways and walkways clear.			
MATERIAL STORAGE/HANDLING			
Materials properly stored or stacked.			
Passageways clear.			
Stacks on firm footings, not too high.			
Materials protected against weather conditions.			
Trash chutes safeguarded and properly used.			
Dust protection observed.			
Traffic controlled in storage area.			
AIR COMPRESSORS			
Equipped with pressure gauge.			
Safety valve provided.			
Hoses secured to fittings			
Reducer valve installed.			
IMPALEMENT HAZARDS			
Vertical hazards and exposed rebar capped.			
Conduit and tubing capped or covered.			
Horizontal hazards covered and marked.			
ELECTRICAL INSTALLATIONS			
Adequate wiring, insulated, grounded, protected			
Ground fault circuit interrupters tested			
Electrical panels clear.			
Terminal boxes equipped with required covers.			
Extension cords in good condition.			

Safety Observation Report	Job #:	ADAMAS Construction & Development Services PLLC.
Job:	Date:	Superintendent:
Address:	Day:	General Foreman:

---Notes---

1	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	
2	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	
3	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	
4	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	
5	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	
6	<u>Time Observed:</u> _____ (am) (pm)	<u>Description:</u> Date Corrected: _____ Verified By: _____ Signature
	<u>Location:</u> <u>Safety Deficiency:</u>	

The above safety deficiencies were observed on the jobsite as indicated. Please ensure the safety deficiencies are corrected and have the person verifying the correction sign and date where indicated.

Safety Officer: _____ **Date:** _____

Return Completed Form to Safety Officer

Training and Meeting Documents

- 1. Site Safety Orientation Sheet**
- 2. Site Safety Orientation Log**
- 3. Weekly Safety Meeting Topic Sheet**
- 4. Weekly Safety Meeting & Inspection Sheet – 24 Names**
- 5. Weekly Safety Meeting Attendance Log**
- 6. General Training Log**
- 7. Training Records**

ADAMAS Construction & Development, PLLC. Safety Orientation

**Policy for
Safety
Orientation**

Before a new employee or subcontractor may begin work they must participate in a Site Safety Orientation which explains the policies and mandatory safety requirements for working on a ADAMAS construction project.

**General Job
Safety
Procedures**

The following information has been conveyed to me:

1. Safety needs to be integrated into everything we do—**think safe**, don't do anything you feel is unsafe.
2. Attendance at daily or **weekly safety meetings** is required; Monday at 12:30.
3. How to obtain, use, and care for **(PPE)** personal protective equipment.
 - Appropriate clothing must be worn at all times on the jobsite.
 - Work boots, 4" sleeves, and long-legged pants (No tank tops or shorts).
 - **Hardhats and safety glasses must be worn at all times.** Exceptions must be approved.
 - Reflective vest will be worn when working around heavy equipment.
4. How to perform initial job assignments in a safe manner through job hazard analysis **(JHA)**.
5. Hazard Communication **(HAZCOMM)**, SDS, jobsite postings, and environmental issues (SWPPP).
6. Actions to take in an **emergency**, including **exit routes** from the site, and safe **gathering areas**.
7. Employees are required to **report** to their supervisor immediately any and all **unsafe conditions, injuries** or illnesses, regardless of the degree of severity.
8. The location of first aid kits, fire extinguishers **(hot work)**, and eyewash station.
9. Keep in mind that all employees are responsible for **housekeeping**.
10. **Inspect** all electrical equipment and cords daily before use. All power sources must be **GFCI** protected.
11. **Daily inspection** of all equipment prior to use. Equipment will be used according to manufacturer's specifications.
12. **Accident and injury reporting** and employee rights and obligations regarding workers' compensation.
13. Operation, **qualifications**, and lockout/tag out of equipment.
14. ADAMAS Constructors employees must undergo required **drug testing** prior to the first day of employment.
15. **Profane language** will not be tolerated.
16. **Cell phone** policy.

**Site Specific
Safety
Procedures**

1. **Fall protection** is required for any activity that exposes an employee to a fall of **six or more feet**, if employees need to use fall protection they must attend specific training.
2. Emergency **phone numbers** are located on each safety station positioned at the site entrance points.
3. **No Smoking** except in authorized areas.
4. **SWPPP**, report all spills and any water or liquids flowing off site. Spill kit.
5. **Park** only in authorized areas and observer posted **speed limits** on site as these are strictly enforced.
6. Maintain the **security** of the jobsite by securing tools in locked gang boxes, locking doors and gates.
7. Working around the **public and traffic** considerations.
8. **Other** site issues as needed.

**Acts That Are
Grounds For
Immediate
Dismissal**

1. The use of alcohol or narcotics on the job or arrival on the job under the influence of these substances.
2. No fighting, inciting riots, practical joking, horseplay, or sexual/racial harassment.
3. Carrying firearms or dangerous weapons to the job site.
4. Theft of material, equipment, or supplies.
5. Unauthorized use of company vehicles, reckless driving, and operating tagged out equipment.
6. Repeated minor, or a major violation of safety regulations

**Employee or
Subcontractor
Signature**

This informational form provides an overview and is not intended to be an all-inclusive list. ADAMAS Constructors reserves the right to revise any policy at its sole discretion, at any time, without prior notice. All information in this orientation checklist was explained to me, and I agree to comply with ADAMAS Constructors Safety policies.

Print Name _____ Company _____
 Sign Name _____ Date _____

**Supervisor or
Briefer
Signature**

I explained all items in this orientation checklist to the employee.

Print Name Nathan Pierce Title Safety Coordinator
 Sign Name _____ Date _____

SAFETY ORIENTATION LOG

ADAMAS Constructors Engineers, Inc.

Fall Prevention and Protection

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Fall Prevention and Protection

1.0 Introduction

The purpose of the Fall Prevention and Protection Plan (FPPP) is to establish minimum requirements for the use of fall protection and prevention devices for employees exposed to fall hazards.

The FPPP applies to all ADAMAS Construction & Development, PLLC. (ADAMAS) projects and activities when working within the scope of our Health and Safety Policies.

2.0 Policy

Anytime employees are working from an unprotected elevation of six (6) feet or more above the ground or next lower level, fall protection must be used. Working (as just described) means while traveling, stationary or at anytime exposed to a fall from a surface not protected by a standard guardrail or other approved fall prevention device.

3.0 References

- 29 CFR 1926.500-.503: Fall Protection
- 29 CRF 1910.66 Appendix C: Personal Fall Arrest System
- ANSI Z359.1 – 1992: Fall Protection in General Industry

4.0 Definitions

Term	Definition
Anchorage	A secure point of attachment to which the fall protection system is ultimately connected.
Competent Person	One who is capable of identifying hazardous and dangerous conditions regarding fall protection equipment, is knowledgeable in the application and the use of the equipment, and has the authority to take prompt corrective actions.
Deceleration Device (Shock Absorber)	Any device which serves to dissipate a substantial amount of the energy during fall arrest or otherwise limits the energy imposed on the body during fall arrest.
Designated Area	A fall prevention system composed of a warning line and stanchions erected 6' or more from a fall hazard

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	(unprotected roof edge).
“D” Ring	An attachment point on the full-body harness for attaching a lanyard or other fall protection device.
Fall Prevention	Installation of barriers or use of restraining devices physically preventing a person from being exposed to a fall hazard.
Fall Protection	The use of passive equipment designed to stop and/or control the free fall once a fall is initiated.
Free Fall	Distance the D-ring travels from the onset of a fall to the time when the fall arrest system is activated (excludes deceleration distance and any system elongation).
Full-body Harness	A personal fall-protection device secured around the body, and a lanyard device attached. It's designed to distribute fall-arresting forces primarily over the buttocks and thighs.
Lanyard	A flexible strap connected to the full-body harness at one end and an anchorage or anchorage connector at the other end.
Lifeline	A flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline), or for connection at both ends to stretch horizontally (horizontal lifeline) and to which other elements of a fall-arrest system are attached.
Low-sloped Roof	A roof having a slope of less than or equal to 4 on 12 (vertical to horizontal).
Qualified Person	Recognized professional with an extensive knowledge of fall-prevention system who is capable in design, analysis, evaluation, and specification of fall-protection equipment.
Restraint Line	A line from a fixed anchorage to which an employee is secured in such a way as to prevent the employee from reach an identified fall hazard.
Self-retracting Lifeline	A fall-protection device that eliminates slack automatically as the worker moves. These units have a braking mechanism which senses and arrests free falls.
Snap Hook	A self-closing, self-locking connector used for attaching lanyard devices to the full-body harness D-ring and to the anchorage.

5.0 Responsibilities

5.1 Site Management

Site management is (superintendent, foreman, line supervisors) responsible for ensuring the overall implementation of and compliance with ADAMAS fall-protection policies and procedures. They must be familiar with the fall-protection policy and utilize the expertise at their disposal to ensure employees are protected from fall hazards.

5.2 Site Supervision

Supervisors responsible for employees performing work covered by the ADAMAS Fall-Protection policy must:

- Continuously monitor the work to assure compliance with this procedure.
- Confirm each job is properly evaluated for fall hazards and confirm that these hazards are properly eliminated or controlled.
- Ensure employees are aware of any hazards associated with their work.
- Ensure employees receive proper training on fall hazard recognition and use of fall-protection/prevention equipment.
- Ensure employees adhere to all requirements of the fall-protection policy.

5.3 Employees

Employees performing work tasks covered by this procedure must:

- Be aware of potential fall hazards associated with their work and ensure these hazards are properly addressed prior to the work beginning.
- Know the uses and limitations of fall-protection equipment.
- Inspect fall-protection equipment prior to each use and remove any defective equipment from service.

- Report any fall or close call to supervisor and remove from service any fall-protection equipment subjected to a fall.

5.4 Corporate Health and Safety Department

The Safety Department assists site management and supervision in the implementation, training, monitoring, and documentation associated with the fall protection program. It's also a responsibility of the Safety Department to provide the expertise and guidance necessary to help ensure employees are adequately protected from fall hazards.

5.5 Competent Persons

Competent persons are responsible for ensuring:

- Thorough, in-depth inspections of fall- protection equipment was performed.
- Fall-protection equipment is used in compliance with this procedure and all manufacturers' and regulatory requirements.

6.0 Training

Employees are trained in the proper use, care, and limitations of fall-protection equipment prior to using the equipment.

At a minimum, training must address the following areas:

- ADAMAS Fall Protection Policy and Procedures.
- Evaluating fall hazards.
- Fall prevention.
- Equipment use, care, and limitations.
- Proper fitting and wearing of fall-protection equipment.
- Requirements and proper use of anchor points.
- Inspections.

Training is documented, signed, dated by the employee and instructor, and maintained in the employee's safety training file.

Re-training is required if a lack of proficiency is observed or when new equipment or new hazards are introduced.

7.0 Inspection and Storage

7.1 Storage

Fall-protection equipment is stored in a clean dry location away from exposure to abrasive cutting tools and equipment, corrosive materials, excessive heat, and other sources of damage.

Full-body harnesses are hung by the D-ring for storage.

7.2 Inspections

Prior to each use the employee/user inspects all fall-protection equipment.

Inspection consists of an evaluation of the following areas:

- Harness components:
 - Stitching
 - Rivets
 - Buckle tabs
 - Snap hooks
- “D” Rings
- Lanyards and lifelines
- Connectors
- No tears or cuts
- No burns
- No abrasion
- No rust or corrosion

- No mildew

Defective equipment is immediately removed from service, tagged as defective, then repaired or destroyed and replaced.

7.3 In-depth Inspections

Designated Competent Persons must conduct in-depth inspections of all jobsite fall-protection equipment prior to job start up and periodically (at least annually).

These in-depth fall protection inspections are documented using **Appendix 1-4** or an equivalent.

The Competent Person utilizes the specific fall-protection equipment manufacturer's inspection instructions to perform the in-depth inspections. Or, at a minimum for harnesses and lanyards, utilize the items outlined in 7.2 of this Section.

Fall-protection equipment passing the in-depth inspection is documented and the documentation is kept on file at the jobsite.

Care is taken not to cover with tape or markers any equipment component vital to inspection or performance. Do not cover stitching, grommets, adjusting mechanisms, labels, etc.

Some types of fall-protection equipment (such as self-retracting lifelines) require periodic recertification by the manufacturer at scheduled intervals. The Competent Person is familiar with these requirements and has recertification performed and documented.

Defective fall-protection equipment subjected to fall forces must be immediately removed from service, destroyed and replaced, or recertified by the manufacturer.

8.0 Procedure

8.1 Fall Hazards: General Discussion/Information

The key factor in protecting against falls is the recognition of the hazard. Falls are generally a result of inadequate planning,

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poor work practices, poor work conditions, or a combination of these.

A fall-protection work plan is developed for high risk work activities requiring fall protection using **Appendix 5** or equivalent. Planning begins prior to the start of a project or task and consists of:

- Layout and arrangement of tools and equipment.
- Identifying aisles, passageways, entrances, exits, and ensuring these are maintained free of obstruction and trip hazards.
- Ensuring proper illumination.
- Addressing inclement weather conditions (wind, rain, sleet, snow, ice and mud).
- Use of personnel hoisting equipment (aerial lifts, personnel baskets, etc.)

The Competent Person determines whether walking and working surfaces are structurally capable of supporting workers safely.

Employees on the edge of excavations deeper than six feet must be protected from falling by guardrails, fences, or barricades when the excavations are not easily visible.

Employees working from elevated positions with less than a six-foot fall hazard, but above dangerous equipment or conditions, must be protected from falling onto the hazard by fall prevention, fall protection or equipment guards.

8.2 Same-Level Fall Hazards

- Good housekeeping is the key to preventing same-level falls.
- Material are stored in designated areas out of passageways and not allowed to accumulate in the work area or around worktables, desks, threading machines, etc. causing a hazard.

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- Surfaces are kept free of slipping hazards (ice, grease, oil, chemicals, metal shavings etc.)
- Floor holes and openings are covered and secured to not create tripping hazards.
- Attempts must be made to maintain even floor surfaces.
- Electrical cords, welding leads, hoses, etc. must be elevated or positioned so they don't create tripping hazards.

8.3 Falls From Elevation

A momentary loss of balance resulting from a slip or trip can often lead to an elevated fall. Grabbing on to something to catch oneself after balance is lost rarely succeeds. Fall prevention or protection is required to protect employees from injuries due to falls from elevation.

The objective of elevated fall "protection" is to stop or control the free fall once a fall is initiated, therefore reducing the potential for injury.

Fall hazard distance begins and is measured from the level of a workstation on which an employee must initially step and where a fall hazard exists. It ends with the greatest distance of possible continuous fall, including steps, openings, projections, roofs, and direction of fall (interior or exterior).

8.4 Fall Prevention

Fall "prevention" as defined, eliminates potential for exposure to a fall. For this reason, it's preferred over fall-protection devices and should be the first choice for eliminating exposure to fall hazards.

Examples of fall-prevention devices include:

- Guardrails: Approved guardrails are used to form a barrier at a fall exposure. It consists of a top rail, mid-rail, and a toe board.
- Hole Covers: Hole or floor opening covers must be strong enough to support at least twice the maximum intended load and must be installed and secured in a manner

which prevents their accidental displacement or removal. They must also be clearly marked: “Danger, Hole Cover. Do Not Remove” or “Hole” or “Cover.”

- Restraint Lines: Restraint lines are designed to limit travel so no physical hazard is reachable in any direction of movement. Restraint lines and their anchorage points must be capable of supporting at least 3,000 lbs. tensile load.

8.5 Standard Protection

Standard protection against falls is the assurance of adequate guardrails, handrails, mid-rails, and toe boards are installed on all work surfaces including platforms, scaffolds, etc.

Attempts are made to either install permanent guardrails or install temporary guardrails on or around surfaces four feet above the floor level.

Scaffolds, ladders, aerial lifts, or other work platforms are used in compliance with all ADAMAS, manufacturer, and regulatory requirements.

8.6 Fall Protection

Only fall-protection equipment approved for use by a ADAMAS Competent Person is allowed.

All fall-protection equipment is inspected prior to each use and is maintained in good working order at all times. Equipment or components found to be defective must be immediately removed from service and replaced or repaired by qualified repair personnel.

Fall-protection equipment is for fall protection use only and is not to be used for any other purpose such as positioning or hoisting.

All components of personal protection; e.g. harnesses, lanyards, anchorage, lifelines and connectors must have a minimum break strength of 5,000 pounds.

Any equipment designated for a fall-protection system, but useable for other activities (i.e. slings, choker, carabineers, etc.) must be tagged, identified, or otherwise controlled for use only

for fall protection. The Competent Person, prior to incorporation into a fall-protection system, approves equipment manufactured for use other than fall protection.

All fall-protection equipment is designed, purchased and used in accordance with this procedure and all applicable manufacturer and regulatory requirements.

Fall-protection equipment is designed and/or protected from “hot-work” operations, chemicals or other damaging conditions.

8.6.1 Distance Requirements

A fall-protection must not allow for more than a six-foot free fall.

The fall-protection system is used and secured in a fashion so the user cannot contact the next lower level—if a fall occurs. This includes all of the following:

- Free-fall distance, plus
- System elongation, plus
- Deceleration device/shock absorbers, plus
- Employee height (distance from anchor point to D-ring).

Site management uses provisions in the “Elevated Surface Work Emergency Action and Rescue Plan” for prompt rescue of employees in the event of a fall.

8.7 Use of Fall-Protection Equipment

8.7.1 Full-body Harness

An approved full-body harness is used as protection against falls to a lower level when guardrails or other approved fall prevention cannot be utilized.

Full-body harnesses must also be worn and properly anchored when employees are working from aerial lifts, scissor lifts, personnel baskets, and similar equipment.

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Full-body harnesses must fit and be worn properly with straps tucked so they don't catch on equipment or cause a hazard. Chest straps are worn between the chest and collarbone, with the D-ring worn between the shoulder blades.

Full-body harnesses used on ADAMAS projects must, at a minimum, be equipped with various "D-rings" with use based on location:

- Back: general fall protection use
- Front: used with climbing system
- Side: positioning device only, not to be used as fall protection
- Shoulder: rescue line attachment.

8.7.2 Snaphooks

Only self-closing, self-locking snap-hooks are allowed for fall protection use on ADAMAS projects.

Snap-hooks must open and close properly and be fully closed around their anchorage point.

8.7.3 Anchorage Points

Anchorage points must be capable of supporting at least a 5000 lb. load per person or a safety factor of two designed by a qualified person. The points are independent of the work surface when possible.

The anchorage point is at least as high as the harness D-ring and preferably higher, to minimize free-fall distance with no more than a six-foot free fall.

8.7.4 Deceleration Devices (Shock Absorbers)

- Shock absorbers are required as part of an overall fall-protection system.
- At a minimum shock absorbers are required as part of fall-protection lanyards.

8.7.5 Lanyards

- The shortest length lanyard possible should always be used.
- Lanyards must have a maximum length to provide for a free-fall distance of no more than six feet.
- Lanyards are used in conjunction with a shock absorber or shock-absorbing agent.
- Do not attach more than one person to a lanyard.
- Dual or “Y” lanyards may be required to achieve 100 percent fall protection in some work situations.
- When not in use lanyards are secured in a manner not causing tripping hazards or becoming entangled in equipment.
- Flexible steel cable lanyards are not used by personnel performing work on or in close proximity to electrical equipment. A non-conductive lanyard must be used when near electrical equipment.

8.7.6 Retractable Devices

- Retractable devices are designed to arrest fall within two feet.
- Tag lines are used to prevent the uncontrolled retracting of these devices.
- Retractable devices are used with the person at less than a 45-degree angle from the device to prevent the hazards of a swing fall.
- Only retractable devices bearing current manufacturers certification are used.

8.7.7 Vertical Lifelines

- Only one employee may use a vertical lifeline at a time. Separate vertical lifelines are required for each employee when multiple users are required.

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- Vertical lifelines are equipped with a formed eye termination at one end for suspension from the anchorage point and must extend below the lowest level of travel.
- The lower end is either attached to a second anchor point or weighted down to provide stability.
- Grab devices are compatible with the type and size of rope or cable used and remain above the shoulder of the user.
- Manufacturers specify maximum lanyard length for use on their vertical lifelines (usually nine inches). Standard six-foot lanyards are generally not permitted.

8.7.8 Horizontal Lifelines

Horizontal lifelines are either designed by a qualified person with a safety factor of at least two, or manufactured components erected by competent persons and used in compliance with all manufacturer requirements and safety factors.

8.7.9 Safety Nets

Only safety nets designed by the manufacturer as fall-protection nets are used. These are installed in accordance with all manufacturer requirements, as close to work level as possible and extend outward from the surface. (See OSHA 29 CFR 1926.502 (c) for distances).

Nets may have maximum 6" by 6" openings and are either certified by a qualified person or pass a 400 lb. drop test at the following intervals: prior to use, whenever relocated, after repair, and every six months if left in place.

Nets in use are inspected by a competent person at least weekly for wear, damage, and deterioration. Inspections are documented.

8.8 Work on Rooftop Equipment

When performing work on equipment located on low-sloped rooftops, fall prevention or fall protection is required only if the

work demands the employee be within six feet of the roof edge, not including access to and egress from the roof.

Fall prevention or fall protection is required at all times when performing work on equipment located on any roof other than a low-sloped roof.

8.9 Roofing Work

Persons involved in roofing work are protected by either a fall-prevention or fall-protection system.

A designated area is acceptable for work on low-sloped roofs (4 on 12 vertical to horizontal) as long as employees are not required to be within six feet of the edge. If employees are within six feet of the edge, then the following is required: guardrails, restraint lines, or fall protection must be provided within six feet of the edge.

A designated area is not acceptable fall prevention for work on steep roofs (greater than 4 on 12 vertical to horizontal).

9.0 Minimum Specifications for Fall-Prevention Systems

9.1 Guardrails

Must be constructed and surfaced in a way to prevent punctures, lacerations, and snags.

9.1.1 Top Rails

- Capable of 200 lbs. with less than 3" deflection ~~with~~ no permanent deformation;
- Should be 42" high, but can be no less than 9 high and no more than 45" high.

9.1.2 Mid-rails

- Capable of 150 lbs. with no permanent deformation.
- Maximum opening of 19 inches between rails.

9.1.3 Wood Rails

- At least 2" by 4" top rail.
- At least 1" by 6" mid rail.
- On 8' maximum centers.

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- Minimum 1500 psi construction grade lumber.

9.1.4 Pipe Rails

- 1.5" outside diameter on 8' maximum centers.

9.1.5 Steel Rails

- 2" by 2" by 3/8" angle iron on 8' centers.

9.1.6 Wire Rope Rails

- 1/4" diameter cable stretched taut; less than 3" deflection.
- Flagged at 6' intervals with high visibility materials.

9.2 Restraint Lines

- Capable of 3000 lb. tensile load.
- Limit travel so no fall hazard is reachable in ANY direction.

9.3 Designated Areas

- Used only if low sloped area (less than or equal to 4 on 12; vertical on horizontal),
- Area must be designated six feet or more from the unprotected edge.
- Access path with warning lines to ladders, storage areas, etc.

9.3.1 Stanchions

- Capable of 16 lbs. tipping strength horizontally.

9.3.2 Line/Rope

- Capable of 500 lbs. break or tensile strength between 34" and 39" above the work surface.
- Flagged at 6' intervals with high visibility materials.

10.0 Fall-Protection Work and Rescue Plan

A fall-protection work plan is created for each situation that fall-protection or fall-arrest systems are used. Incorporated within this plan are details of rescue procedures used in the event of an accident or fall. Jobsites will use Appendix 5 for this procedure.

Appendix 1-4

FPS inspection documents

Appendix 5

FPS work plan document

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Fall Protection Work Plan

Note: Employees review the requirements of this fall protection work plan prior to starting work. This plan is available at the jobsite during work activities. Also, employees are trained and instructed in accordance with 29 CFR 1926 Subpart M, Fall Protection.

Job Location Description:

1. Identify all fall hazards 1.83 m (6 ft) or more in the work area:

- | | | |
|--|---|---|
| <input type="checkbox"/> Leading edge | <input type="checkbox"/> Stairways | <input type="checkbox"/> Floor openings |
| <input type="checkbox"/> Perimeter edge | <input type="checkbox"/> Ladders | <input type="checkbox"/> Steel erection |
| <input type="checkbox"/> Scaffold erection/disassembly | <input type="checkbox"/> Through a roof | |
| <input type="checkbox"/> Other (describe): | | |

2. Method of fall protection to be provided:

- | | | |
|---|---|---|
| <input type="checkbox"/> Fall restraint | <input type="checkbox"/> Guardrails | <input type="checkbox"/> Warning line |
| <input type="checkbox"/> Fall arrest | <input type="checkbox"/> Catch platform | <input type="checkbox"/> Safety monitor |

Describe:

3. Describe the correct procedure for assembly, maintenance, inspection, and disassembly of the fall protection system to be used:

4. Describe the correct procedure for handling, storage, and securing of tools and material:

5. Describe the method of providing overhead protection for workers who may be in, or pass through, the area below the work site:

- | | |
|---|--|
| <input type="checkbox"/> Barricading | <input type="checkbox"/> Toeboards on scaffolds and floor openings |
| <input type="checkbox"/> Hard hats required | <input type="checkbox"/> Warning signs |

Describe:

6. Describe the method for prompt, safe removal of injured workers:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Initiate emergency response (911) | <input type="checkbox"/> Use drop lines or retraction devices | <input type="checkbox"/> Use ladders |
| <input type="checkbox"/> Utilize lift truck or personnel platform | <input type="checkbox"/> Utilize scaffolds | |

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Fall Protection Work Plan

Other (describe):

7. Describe the method used to determine the adequacy of attachment points:

Manufacturer's data

Existing engineering/design documents

Evaluation by qualified engineer

Good faith assessment

8. Identify the employees working at/near a "leading edge."

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Identify the safety monitor(s) (if used – or N/A):

10. Justify selecting controlled access zone and/or safety monitor (if used – or N/A):

Approvals

Fall Protection Plan Completed By:

Approved By:

Responsible Supervisor

Date

Project Safety

Date

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Full-Body Harness Annual Inspection Checklist

Harness Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/ Rejected	Supportive Details/Comments
1. Hardware: includes D-rings, buckles, keepers and back pads. Inspect for damage, distortion, sharp edges, burrs, cracks and corrosion.	Accepted Rejected	
2. Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted Rejected	
3. Stitching: Inspect for pulled or cut stitches.	Accepted Rejected	
4. Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted Rejected	
5. Other:	Accepted Rejected	
6. Other:	Accepted Rejected	
7. Overall Disposition:	Accepted Rejected	Inspected by: _____ Date Inspected: _____

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Lanyards Annual Inspection Checklist

Lanyard Model/Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/ Rejected	Supportive Details/ Comments
1) Hardware: (includes snaphooks, carabiners, adjusters, keepers, thimbles, and D-rings) Inspect for damage, distortion, sharp edges, burrs, cracks, corrosion, and proper operation.	Accepted Rejected	
2) Webbing: Inspect for cuts, burns, tears, abrasions, frays, excessive soiling and discoloration.	Accepted Rejected	
3) Stitching: Inspect for pulled or cut stitches.	Accepted Rejected	
4) Synthetic Rope: Inspect for pulled or cut yarns, burrs, abrasions, knots, excessive soiling and discoloration.	Accepted Rejected	
5) Energy Absorbing Component: Inspect for elongation, tears, and excessive soiling.	Accepted Rejected	
6) Labels: Inspect, making certain all labels are securely held in place and are legible.	Accepted Rejected	
7) Overall Disposition:	Accepted Rejected	Inspected by: _____ Date inspected: _____

Snaphooks/Carabiners
Annual Inspection Checklist

Hook/Carabiner Model Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Comments: _____

General Factors	Accepted/ Rejected	Supportive Details/ Comments
1) Physical Damage: Inspect for cracks, sharp edges, burrs, deformities and locking operations.	Accepted Rejected	
2) Excessive Corrosion: Inspect for corrosion, which affects the operation and/or the strength.	Accepted Rejected	
3) Markings: Inspect and make certain marking(s) are legible.	Accepted Rejected	
4) Other:	Accepted Rejected	
5) Other:	Accepted Rejected	
6) Other:	Accepted Rejected	
7) Overall Disposition:	Accepted Rejected	Inspected by: _____ Date inspected: _____

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Self-Retracting Lanyard/Lifeline Annual Inspection Checklist

Self-retracting Lanyard/Lifeline Model Name: _____

Serial Number: _____ Lot Number: _____

Date of Manufacture: _____ Date of Purchase: _____

Department/Location: _____

Comments: _____

General Factors	Accepted/ Rejected	Supportive Details/ Comments
1) Impact Indicator: Inspect indicator for activation (rupture of red stitching, elongated indicator, etc.)	Accepted	
	Rejected	
2) Screws/Fasteners: Inspect for damage and make certain all screws and fasteners are tight.	Accepted	
	Rejected	
3) Housing: Inspect for distortion, cracks and other damage. Inspect anchoring loop for distortion or damage.	Accepted	
	Rejected	
4) Lanyard/Lifeline: Inspect for cuts, burns, tears, abrasion, frays, excessive soiling and discoloration. (See impact indicator section.)	Accepted	
	Rejected	
5) Locking Action: Inspect for proper lock-up of brake mechanism.	Accepted	
	Rejected	
6) Retraction/Extension: Inspect spring tension by pulling lanyard out fully and allowing it to retract fully (lifeline must be taut with no slack).	Accepted	
	Rejected	
7) Hooks/Carabiners: Inspect for physical damage, corrosion, proper orientation and markings.	Accepted	
	Rejected	
8) Labels: Inspect making certain all labels are securely held in place and are legible.	Accepted	
	Rejected	
9) Overall Disposition:	Accepted	Inspected by: _____
	Rejected	Date inspected: _____

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Full-body Harness Reports		Hardware		Webbing		Stitching		Lables	
		Includes D-Rings, buckles, keepers and back pads		Inspect for cuts, burns, tears,abrasions, frays, etc.		Inspect for pulled or cut stitching or stitches		Inspect; make sure all labels are securely held in place	
		Accepted	Rejected	Accepted	Rejected	Accepted	Rejected	Accepted	Rejected
Harness Model / Name									
Date of Manufacture									
Date of Purchase									
Serial Number									
Comments									
Harness Model / Name									
Date of Manufacture									
Date of Purchase									
Serial Number									
Comments									
Harness Model / Name									
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Date of Purchase									
Serial Number									
Comments									
Harness Model / Name									
Date of Manufacture									
Date of Purchase									
Serial Number									
Comments									

**Elevated Surface Work
Emergency Action and Rescue Plan**

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Elevated Surface Work and Emergency Action and Rescue Plan

1.0 Purpose

The purpose of this Emergency Action and Rescue Plan (EARP) is to ensure employee safety whenever fall-arrest systems are in use and when personnel may not be able to self-rescue, if a fall occur. This written document is prepared to demonstrate compliance with 29 CFR 1926.500. It provides a written document detailing the actions and procedures to be followed in case of a fall emergency.

Employees must know what's expected of them in all such rescue situations in order to provide assurance of their safety (from injury or fall) as well as the safety of the person being rescued. This plan contains the required information for employee knowledge.

2.0 Types of Fall Rescues

At this location, the following types of fall hazards exist while using fall-arrest systems:

1. Fall from a platform or walking/working surface.
2. Fall from an articulating boom lift.
3. Fall from a scaffold.

3.0 Employee Training

All employees involved in emergency rescues are trained in safe rescue procedures and refresher training is conducted whenever the employee's responsibilities or designated actions under the plan change and whenever the plan itself is changed. In addition, the employer must review with each employee upon initial assignment the parts of the plan which the employee must know to protect the employee in the event of a rescue emergency. The training includes the communication process and the use of equipment to rescue workers should a fall occur.

4.0 Communication

In the event of a fall the Emergency Activation Plan or **Man Down Procedure** is initiated. Evaluate the emergency to decide whether the emergency responders should be contacted (**911**). If emergency

responders are called (911) all foremen in the EAP should immediately proceed to the locations assigned to guide responders to the emergency site. The foremen assigned to the work area where the fall occurred are in charge of rescue coordination.

5.0 Emergency Rescue Procedures and Medical-duty Assignments

The following are the rescue procedures in the event of a fall:

If needed, immediately call **911** emergency responders. Professional emergency services responding to an emergency will assist with and direct all rescue and medical-duty assignments upon their arrival.

1. If fall victim is stable, in good condition, and can communicate, evaluate the scene and decide if job personnel can rescue victim.
2. If rescue is required and incident foreman believes rescue actions by personnel are unsafe; the local fire department responding to the emergency is responsible for performing any rescue.
3. If any of the following conditions arise, **activate rescue plan**:
 - Fall victim becomes unstable.
 - Fall victim has pain from hanging in the harness.
 - Fall victim was suspended for more than 10 minutes and emergency responders have not arrived.
 - Fall victim is at a height that fire department cannot reach.

6.0 Rescue Plan

Evaluate the scene and best means available for rescue. All rescue personnel must have fall-protection systems in place before attempting a rescue.

1. Can you safely gain access with ladders, man lifts, crane basket or hoists? If **yes**, move equipment into place and carefully secure and rescue victim. If **no**, go to next option.
2. Can victim be accessed through an opening or window in the building by pulling into opening and securing? If **yes**, gather personnel to support operation. Secure rescue positioning

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device (RPD) to secure anchor point and have enough personnel at access point to connect and secure victim. If **no**, go to next option.

3. Is there's an access point for lowering or raising the victim from an above elevation? If **yes**, gather enough personnel to raise or lower victim. Secure RPD to an anchor point above victim. Attach the RPD to the victim. If **no**, **wait for responders**.

NOTE: If a victim is lowered or raised, rescuers must attach a secondary line (RPD) to victim. Responder must have approved RPD system to perform this rescue.

4. If victim is removed from arrest situation, evaluate victim's condition to decide if medical treatment is necessary.
5. Designated personnel trained in first aid and cardiopulmonary resuscitation (CPR) are to provide medical assistance within their capacities.

Forklift Procedures and Training

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 - 3.....Forklift Operator Evaluation**
 - 4.....Forklift Inspection Log**

Forklift Procedures and Training

1.0 Introduction

Material handling is a significant safety concern. Numerous possibilities for personal injury and property damage exist when moving products and materials, if proper procedures and cautions are not used. This information applies to all forklifts, powered-industrial trucks, hoists, and lifting gear. This information is for training prospective industrial-truck operators and for providing the basis for refresher and annual retraining. OSHA reference for Powered-Industrial Trucks is 1910.178.

2.0 Responsibilities

2.1 Management

- Provide adequate training in safe operation of all equipment used to move or access materials.
- Provide safe equipment to operate.
- Implement an “Out of Service” program for damaged equipment.
- Prohibit modification of equipment except those authorized in writing by the equipment manufacturer.
- Establish safe operating rules and procedures.

2.2 Superintendents

- Monitor safe operations of material-handling equipment.
- Ensure all equipment is safety checked daily.
- Tag “Out of Service” any damaged equipment.

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- Ensure all subcontractors using our equipment are trained (show documentation) and evaluated by ADAMAS Constructors and Engineers, Inc. (ADAMAS) personnel.

2.3 Employees

- Employees operate only equipment they're specifically trained and authorized to operate.
- Conduct required daily pre-use inspections.
- Report any equipment damage or missing safety gear.
- Follow all safety rules and operating procedures.

3.0 Hazards

- Falling loads.
- Overloading of equipment.
- Impact with equipment.
- Piercing of containers.
- Loading dock roll off.
- Chemical contact, battery acid.
- Fires during refueling.

4.0 Hazard Controls

- Control of equipment keys.
- Planning tasks.
- Authorized fueling and recharge areas
- Proper palletizing and stabilizing of material.
- Ensure routes of travel.
- Equipment warning lights.

- Seat belts.
- Mounted fire extinguishers.

5.0 Pre-qualification

All candidates for powered-industrial truck (PIT) operators must meet the following basic requirements prior to starting initial or annual refresher training:

- Must have no adverse vision problems that cannot be corrected by glasses or contacts.
- No adverse hearing loss that cannot be corrected with hearing aids.
- No physical impairments that would impair safe operation of the PIT.
- No neurological disorders affecting balance or consciousness.
- Not taking any medication affecting perception, vision, or physical abilities.

6.0 Training

6.1 Training for Forklifts and PITs

Training is conducted by an experienced operator selected by management. All operational training is conducted under close supervision. All training and evaluation is completed before an operator is permitted to use a powered-industrial truck (forklift, etc) without continual and close supervision. **See Appendix 1-3 for Training Program, Training Outline and Operator Evaluation.**

6.2 Powered-Industrial Truck Operating Requirements

Trainees may operate a powered-industrial truck only:

- Under the direct supervision of persons, selected by management, with knowledge, training, and experience to train operators and evaluate their competence.

- Where such operation does not endanger the trainee or other employees.

6.3 Training Content

Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

6.4 Initial Training

Powered-industrial truck operators receive initial training in the following topics:

- Operating instructions, warning, and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and an automobile.
- Truck controls and instrumentation, location of controls, what they do, and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle capacity.
- Vehicle stability.
- Any vehicle inspection and maintenance the operator is required to perform.
- Refueling and/or charging and recharging of batteries.
- Operating limitations.
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle the employee is being trained to operate.

6.5 Workplace-related Topics

- Surface conditions where the vehicle will operate.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and other sloped surfaces that could affect the vehicles stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build up of carbon monoxide or diesel exhaust.
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

6.6 Refresher Training and Evaluation

Refresher training, including an evaluation of the effectiveness of that training, is conducted to ensure the operator has knowledge and skills needed to operate the powered-industrial truck safely. Refresher training in relevant topics is provided to the operator when:

- The operator is observed operating the vehicle in an unsafe manner.
- The operator is involved in an accident or near-miss incident.
- The operator receives an evaluation revealing the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.

- A condition in the workplace changes in a manner that could affect safe operation of the truck.
- Once every three (3) years and evaluation is conducted of each powered-industrial truck operator's performance.

7.0 Safe Operating Procedures (SOP) and Rules

- Only authorized and trained personnel will operate PITs.
- All PITs are equipped with a headache rack, fire extinguisher, rotating beacon, back-up alarm, and seat belts. Seat belts are worn at all times by the operator.
- The operator performs daily pre- and post-trip inspections.
- Any safety defects (such as hydraulic fluid leaks, defective brakes, steering, lights, or horn, and/or missing fire extinguisher, lights, seat belt, or back-up alarm) is reported for immediate repair or have the PIT taken "Out of Service."
- Operators follow the proper recharging or refueling safety procedures.
- Loads are tilted back and carried not more than six inches from the ground. Loads restricting operator's vision are transported backwards.
- PITs travel no faster than 5 mph or faster than a normal walk.
- Hard hats are worn by PIT operators at all times.
- Operators sound the horn and use extreme caution when meeting pedestrians, making turns, and cornering.
- Passengers may not ride on any portion of a PIT. Only the operator rides PITs.
- If PITs are used as a man lift, an appropriate man-lift platform (care with standard rails and toe-boards) is used.
- Aisles are maintained free from obstructions, marked, and wide enough (six foot minimum) for vehicle operation.

- Lift capacity is marked on all PITs. Operator assures load does not exceed rated weight limits.
- When unattended PITs are turned off, forks lowered to the ground, and parking brake applied.
- All PITs (with exception of pallet jacks) are equipped with a multi-purpose dry chemical fire extinguisher (minimum rating is 2A:10B:C).
- Operators are instructed to report all accidents, regardless of fault or severity, to management. Management conducts an accident investigation.

7.1 Changing and Charging Storage Batteries

- Battery charging installations are located in areas designated for the purpose.
- Facilities are provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks and for adequate ventilation for dispersal of fumes from gassing batteries.
- A conveyor, overhead hoist, or equivalent material handling equipment is provided for handling batteries.
- Reinstalled batteries are properly positioned and secured in the truck.
- A carboy tilter or siphon is provided for handling electrolyte.
- When charging batteries, acid is poured into water; water is not poured into acid.
- Trucks are properly positioned and brake applied before attempting to change or charge batteries.
- Care is taken to assure vent caps are functioning. The battery (or compartment) cover(s) is open to dissipate heat.

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- Smoking is prohibited in charging areas.
- Precautions are taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Tool and other metallic objects are kept away from the top of uncovered batteries.

7.2 Operations

- If at anytime a powered-industrial truck is found to need repair, is defective, or in any way unsafe, the truck is taken out of service until it's restored to safe operating condition.
- Trucks are not driven up to anyone standing in front of a bench or other fixed object.
- No person is allowed to stand or pass under the elevated portion of any truck—whether loaded or empty.
- Unauthorized personnel are not permitted to ride on powered-industrial trucks.
- Arms or legs are not placed between the uprights of the mast or outside the running lines of the truck.
- When a powered-industrial truck is left unattended, load engaging means are fully lowered, controls are neutralized, power shut off, and brakes set. Wheels are blocked, if the truck is parked on an incline.
- *A safe distance is maintained from the edge of ramps or platforms while on any elevated dock, or platform, or freight car. Trucks are not used for any activity other than what it was designed for. Follow manufacturer's procedures.*
- There's sufficient headroom under overhead installation, lights, pipes, sprinkler systems, etc.
- An overhead guard is used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of

the job application. But, not to withstand the impact of a falling capacity load.

- A load backrest extension is used whenever necessary to minimize the possibility of the load (or part of it) falling backwards.
- Trucks are not parked in a way to block fire aisles, access to stairways, or fire equipment.

7.3 Traveling

- All traffic regulations are observed including authorized speed limits. A safe distance is maintained approximately three truck lengths from the truck ahead, and the truck is kept under control at all times.
- The right of way is yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations are not passed.
- The driver is required to slow down and sound the horn at cross aisle and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver is required to travel with the load trailing.
- Railroad tracks are crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- The driver is required to look in the direction of and keep a clear view of the path of travel.
- Grades are ascended and descended slowly. When ascending or descending grades in excess of 10 percent loaded trucks are driven with the load upgrade. On all grades the load and load-engaging means are tilted back if applicable, and raised only as far as necessary to clear the road surface.

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- Under all travel conditions the truck is operated at a speed permitting it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are not permitted.
- The driver is required to slow down for wet and slippery floors.
- Dock board or bridge plates are properly secured before driven over. Dock board or bridge plates are driven over carefully and slowly and their rated capacity never exceeded.
- Running over loose objects on the roadway is avoided.
- While negotiating turns speed is reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at very low speed, the hand steering wheel is turned at a moderate, even rate.

7.4 Loading

- Only stable or safely arranged loads are handled. Caution is exercised when handling off-center loads which cannot be centered.
- Only loads within the rated capacity of the truck are handled.
- The long or high (multiple-tiered) loads which may affect capacity are adjusted.
- Trucks equipped with attachments are operated as partially loaded trucks when not handling a load.
- A load engaging means is placed under the load as far as possible; the mast is carefully tilted backward to stabilize the load.
- Extreme care is used when tilting the load forward or backward particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to

pick up a load. An elevated load is not tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load is used.

7.5 Fueling Safety

- Fuel tanks are not filled while the engine is running. Spillage is avoided.
- Spillage of oil or fuel is carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck operates with a leak in the fuel system!
- Open flames are not used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

7.6 Maintenance of Powered-Industrial Trucks

- Any power-operated industrial truck not in safe operating condition is removed from service. All repairs are made by authorized personnel.
- Those repairs to the fuel and ignition system of industrial trucks which involve fire hazards are conducted only in locations designated for such repairs.
- Trucks needing repair to the electrical system have the battery disconnected prior to such repairs.
- All industrial truck parts are replaced only with parts equivalent to those used in the original design so safety is maintained.
- Industrial trucks are not altered in ways changing the relative positions of the various parts from what they were when originally received from the manufacturer. Nor, are they altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork trucks is not done unless approved by the truck manufacturer.

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- Industrial trucks are examined before placing in service, and are not placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examinations are made at least daily. Where industrial trucks are used on a round-the-clock basis, they're examined prior to each shift. Defects found are immediately reported and corrected.
- When the temperature of any part of any truck is found to be in excess of its normal operating temperature (creating a hazardous condition) the vehicle is removed from service and not returned until the cause for overheating is eliminated.
- Industrial trucks are kept in a clean condition, free of lint, excess oil, and grease. Non-combustible agents are used for cleaning trucks. Low flash point (below 100 deg. F.) solvents are not used. High flash point (at or above 100 deg. F.) solvents may be used.

8.0 Safe Operation Procedure for Charging LPG Tank

- No smoking.
- Move LPG PIT outside for refueling.
- Turn off PIT.
- LPG tanks are removed in following order:
 1. Shut off service valve.
 2. Disconnect tank from hose.
 3. Unbuckle and remove tank from bracket.
- LPG tanks are replaced in to following order:
 1. Place tanks in bracket and re-buckle.
 2. Reconnect hose to tank and tighten firmly.
 3. Open valve slowly and assure proper seal.

NOTE: Federal law prohibits dispensing an improper fuel type into any vehicle or into a non-approved fuel container.

8.1 In Case of LPG Leaks or Tank Rupture

- DO NOT start or move the PIT.
- If fuel hose is leaking, close valve immediately and place PIT “Out of Service” until repaired.
- If tank ruptures, warn others to immediately leave the area (at least 50 feet), and notify management. Do not re-enter the area until cleared by management.

9.0 Powered-Industrial Truck Pre-use Checklist

A check of the following items (as applicable) is conducted by the operator prior to use each shift:

- Lights
- Horn
- Brakes
- Leaks
- Warning beacon
- Back-up warning alarm
- Fire extinguisher

If any deficiencies are noted, the unit is placed “Out of Service” until the problem is corrected. Additionally, it’s the operator’s responsibility to notify the immediate supervisor and fill out a maintenance request. **See Appendix 4 for inspection checklist.**

Forklift Training Class Outline

- I. AGC Forklift Video
- II. Power Point Presentation
 - a. OSHA Regulations
 - 1. What is the requirement
 - 2. Why is it necessary
 - 3. Who is authorized/qualified
 - 4. What must be done to become authorized/qualified
 - 5. What is considered a forklift
 - b. ADAMAS Forklift Policies
 - c. Types of Forklifts
 - d. Operators Responsibility
 - 1. Qualified
 - 2. Functions properly/inspection
 - e. Pre- Operation Inspection
 - 1. Procedure
 - 2. Defective items
 - 3. Reporting
 - f. Forklift Inspection Form
 - g. Nameplate/Warning Signs
 - 1. Capacity
 - 2. Load center
 - 3. Modifications
 - 4. Operator controls
 - 5. Hand signals
 - 6. Signal words
 - h. Load Characteristics
 - 1. Ratings/capacity
 - 2. Estimation
 - 3. Loads to avoid
 - i. Forklift Physics
 - 1. Center of gravity
 - 2. Load center
 - 3. Stability triangle
 - 4. Combined actions

5. Load charts

j. Forklift Attachments

k. Operational Hazards

1. Surface working conditions
2. Obstacles
3. Paths
4. Congestion
5. Environmental factors
6. Closed environments
7. Blind spots

1. Operational Conditions

1. Static

- a) Load
- b) Fork position
- c) Lift height
- d) Tilt
- e) Tire pressure

2. Dynamic

- a) Acceleration
- b) Speed
- c) Braking
- d) Ramps/slopes
- e) Raising/lowering loads

m. Operational Knowledge

1. Controls
2. Gauges, lights, and dials
3. Load capacities
4. Speed and gear ranges
5. Differences between forklift and autos
6. Braking and steering
7. Turn radius and clearance

n. Fueling

o. Seatbelts

p. Rules of Operation

q. Review

III. Test

IV. Inspection Performance

V. Operational Evaluation

VI. Issue certification

VII.

Forklift Training Program

ADAMAS Construction & Development, PLLC. (ADAMAS) ensures each powered- industrial truck (forklift) operator is competent to operate. Prior to permitting an employee to operate a forklift, ADAMAS ensures the employee successfully completes the training outlined below.

Trainers

Training and evaluation of forklift operators is conducted by persons with the knowledge, training, and experience to train forklift operators and evaluate their competence.

Initial Training

Forklift operators receive initial training, are evaluated, and found competent in the following topics:

1. Forklift related topics:
 - a. Operating instructions, warnings, and precautions for the types of forklift the operator will be authorized to operate,
 - b. Differences between the forklift and an automobile,
 - c. Forklift controls and instrumentation: where they are, what they do, and how they work,
 - d. Engine or motor operation,
 - e. Steering and maneuvering,
 - f. Visibility (including restrictions due to loading),
 - g. Fork and attachment adaptation, operation, and use limitations,
 - h. Vehicle capacity,
 - i. Vehicle stability,
 - j. Any vehicle inspection and maintenance the operator is required to perform,
 - k. Refueling and/or charging of batteries,
 - l. Operating limitations,
 - m. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle the employee is being trained to operate.

2. Workplace-related topics:
 - a. Surface conditions where the vehicle operates,
 - b. Composition of loads carried and load stability,
 - c. Load manipulation, stacking, and unstacking,

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- d. Pedestrian traffic in areas where the vehicle operates,
- e. Narrow aisles and other restricted places where the vehicle operates,
- f. Hazardous (classified) locations where the vehicle operates,
- g. Ramps and other sloped surfaces that could affect the vehicle's stability,
- h. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust,
- i. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Refresher Training and Evaluation

Refresher training in relevant topics is provided to the operator when:

- 1. The operator is observed operating the forklift in an unsafe manner,
- 2. The operator is involved in an accident or near-miss incident,
- 3. The operator received an evaluation revealing he/she isn't operating the forklift safely,
- 4. The operator is assigned to drive a different type of forklift, or
- 5. A condition in the workplace changes in a manner that could affect safe operation of the truck.

Additionally, an evaluation of each forklift operator's performance is conducted at least once every three (3) years.

Avoid Duplicate Training

If an operator previously received training meeting the requirements outlined above and can show proof of that training, then additional training is not required. Instead, such operator must be evaluated and found competent to operate the forklift safely.

Subcontractor Training and Evaluation

A subcontractor's employee driving a ADAMAS forklift must be competent to do so. If the subcontractor's employee has not had forklift training, ADAMAS may provide the training. If a subcontractor employee gives ADAMAS documentation showing he/she received forklift training on the type of forklift to be operated, the employee may operate ADAMAS equipment without further training. However, ADAMAS may choose to evaluate the employee's capabilities first. Documentation will be maintained in the jobsite safety files.

Recordkeeping

ADAMAS will certify each forklift operator is trained and evaluated as required by this program.

Each jobsite maintains a:

1. List of approved forklift trainers/evaluators including the:
 - a. name of the trainer,
 - b. type of equipment authorized,
 - c. date approved.

2. General training log for classes held,

3. List of approved forklift operators including the:
 - a. Name of the operator,
 - b. Name of the evaluator,
 - c. Date of evaluation,
 - d. Type of forklift the operator is authorized to operate.

These lists are forwarded periodically to the Safety Coordinator for the master training log.

ADAMAS Constructors Forklift Operator Performance Evaluation

Employee: _____

Types of forklifts this employee was trained on, skills evaluated and approved to operate on ADAMAS projects:

1. _____ 2. _____ 3. _____

Evaluator	Date	Evaluator	Date	Evaluator	Date
-----------	------	-----------	------	-----------	------

4. _____ 5. _____ 6. _____

Evaluator	Date	Evaluator	Date	Evaluator	Date
-----------	------	-----------	------	-----------	------

Eval. #1	Eval. #2	Eval. #3	Eval. #4	Eval. #5	Eval. #6	“Categories that were Evaluated”: NO SEAT BELT USED = FAILED!
—	—	—	—	—	—	Performed operator’s inspection before driving the vehicle.
—	—	—	—	—	—	Showed familiarity with control levers.
—	—	—	—	—	—	Gave proper signals when turning.
—	—	—	—	—	—	Slowed down and sounded horn at blind corners.
—	—	—	—	—	—	Obedied signs and spotters’ hand signals.
—	—	—	—	—	—	Maintained a clear view in the direction of travel.
—	—	—	—	—	—	Yielded to pedestrians.
—	—	—	—	—	—	Turned corners correctly & looked for rear-end swing in confined areas.
—	—	—	—	—	—	Vehicle under control at all times.
—	—	—	—	—	—	Properly approached loads squarely and stopped ahead of load.
—	—	—	—	—	—	Lifted load properly.
—	—	—	—	—	—	Load balanced properly. Operator understands combined CG.
—	—	—	—	—	—	Traveled with load at proper height.
—	—	—	—	—	—	Stopped smoothly and completely, lowered load smoothly and slowly.
—	—	—	—	—	—	Placed loads correctly.
—	—	—	—	—	—	Drove backward when required.
—	—	—	—	—	—	Checked load weights and charts before lifting heavy loads.
—	—	—	—	—	—	Grounded forks when parked, controls neutralized, brakes set, power off.
—	—	—	—	—	—	Fuel/Propane refill procedures explained and followed.

Note: A check in the box indicated that the operator passed that specific task.
If any discrepancies were noted, the operator was briefed and re-evaluated performing that specific task.



ADAMAS Constructors

***FORKLIFT OPERATORS
DAILY INSPECTION LOG***

FORKLIFT OPERATORS DAILY CHECKLIST
(COMPLETE BEFORE THE START OF EACH SHIFT)

FORKLIFT Make: _____ Model: _____

Location: _____

(Check any defective item with an x and give details)

WALK AROUND

___ STRUCTURE, (cleanliness, physical condition, window, mirrors) _____

___ TIRES, (lug nuts, cuts, gouges, pressure) _____

___ FORKS / BACKREST, (bent, cracked, pins) _____

___ BOOM / MAST, (broken welds, rollers, chains) _____

___ BATTERY (corroded cables, fluid level) _____

___ HYDRAULIC HOSES AND CYLINDERS, (leaks / wear) _____

___ FIRE EXTINGUISHER _____

___ CAPACITY NAME PLATE _____

___ OVERHEAD GUARD, (welds, bolts) _____

___ FLUIDS, (levels, hoses, leaks)

Fuel, Coolant, Hydraulic, Brake, Transmission, _____

CAB / START ENGINE

___ GAUGES, (hour meter, fuel, oil pressure) _____

___ ACCELERATOR, (sticking) _____

___ LIGHTS, (head, tail, warning, back-up) _____

___ SEAT BELT _____

___ HORN _____

___ BACK-UP ALARM _____

___ BRAKES – PARKING AND SERVICE, (holding) _____

___ SWAY CONTROLS / LEVELERS / OUTRIGGERS, (operable) _____

___ HYDRAULIC CONTROLS, (lift, tilt, extend) _____

___ STEERING, (excessive play) _____

___ UNUSUAL NOISE _____

___ OTHER (propane connection / hoses if applicable) _____

Details of problem marked above: _____

FORKLIFT INSPECTION

Month _____ Year _____

Day	Operator	Day	Operator
1	_____	16	_____
2	_____	17	_____
3	_____	18	_____
4	_____	19	_____
5	_____	20	_____
6	_____	21	_____
7	_____	22	_____
8	_____	23	_____
9	_____	24	_____
10	_____	25	_____
11	_____	26	_____
12	_____	27	_____
13	_____	28	_____
14	_____	29	_____
15	_____	30	_____
		31	_____

Any additional comments concerning the operation of the forklift:

Note: Defects found must be repaired prior to use. If equipment fails inspection notify your supervisor immediately. Store this inspection form in the equipment until end of month, and then file in project office. If equipment fails, fill out appropriate repair forms.

Trenching and Excavation Procedures

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Appendices:

Appendix 1	Daily Excavation Inspection
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Trenching and Excavation Procedures

1.0 Introduction

Anytime ADAMAS Construction & Development, PLLC. (ADAMAS) employees are working near or in an excavation it's considered a trenching and excavation activity. An excavation is a trench, hole, pit, or other circumstance where an engulfment or cave-in hazard may exist. This program provides the safety requirements for activities involving excavations in accordance with 29 CFR 1926, Subpart P – Excavations.

2.0 Scope

The purpose of the Trenching and Excavation Procedures (TEP) is to establish basic criteria for safe trenching and excavation during earth moving operations. Variances in site conditions, project scope, and design features may warrant alterations to these general safety procedures. The TEP will apply to all ADAMAS projects and activities when working within the scope of our Health and Safety Policies.

3.0 Definitions

Term	Definition
Benching	Is a method of protecting employees from cave-ins by excavating the sides of an excavation forming one set of horizontal levels or steps usually vertical or near vertical surfaces between levels.
Competent Person	A competent person is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate hazards.
Excavation	Any man-made cut, cavity, trench, or depression in an earth surface formed by earth removal.
Hazardous Atmosphere	An atmosphere that by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, oxygen deficient, toxic or otherwise harmful, may cause death, illness, or injury.
Protective Systems	A method of protecting employees from cave-ins from material that could fall or roll from an excavation or from the collapse of adjacent structures. Protective systems include support

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	systems, sloping and benching systems, shield systems, and other systems providing the necessary protection.
Sloping	A method of protecting employees from cave-ins by excavation to form sides of an excavation inclined away from the excavation preventing cave-ins. The angle of incline required to prevent a cave-in varies with differences in factors as well as the soil type, environmental conditions of exposure, and application of surcharge loads.
Support System	A structure such as underpinning, bracing, or shoring, providing support to an adjacent structure, underground installation, or the sides of an excavation.
Trench	A narrow excavation made below the surface of the ground. In general the depth is greater than the width, but the width of a trench measured at the bottom is not greater than 15'. If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation of 15' or less, the excavation is also considered to be a trench.

4.0 Responsibilities

4.1 Competent Person

The competent person(s) is responsible for:

- Day-to-day oversight of open excavations and trenches.
- Conducting soil classifications.
- Selection of protective systems.
- Conducting daily inspections of open excavations and trenches.
- Providing the Safety Coordinator with all required documentation on a daily basis.

4.2 Line Management

The superintendent is responsible for:

- Ensuring compliance with this procedure.
- Providing the necessary resources for compliance with this procedure.

- Designating competent personnel in consultation with the Health and Safety Coordinator.

4.3 Safety Coordinator

The Safety Coordinator (SC) is responsible for:

- Providing oversight on the implementation of the requirements contained in this procedure.
- Conducting periodic review of open trenches and excavations.
- Consulting with the superintendent and competent person on excavation issues.
- Maintaining required records.

5.0 Procedures

The following sections provide general requirements governing activities in and around open excavations and trenches as well as the requirements for the selection and use of protective systems. The requirements are presented in Section 5.1 and 5.2 respectively.

5.1 Designation of Competent Person

Prior to starting any excavation work the superintendent designates a competent person to fulfill the requirements of this procedure.

5.2 General Requirements

- Surfaces surrounding open trenches and excavations have all surface hazards removed.
- All utilities are located and cleared prior to initiating digging, public or facility utility groups are utilized where possible for this purpose. In the absence of either, the ADAMAS Superintendent specifies the procedure to use to clear utilities in consultation with the Competent Person. When the excavation is open utilities are supported and protected from damage.
- Where structural ramps are used for egress, they're installed in accordance with 1926.651 (c) (1).

- Stairways, ladders, or ramps are provided as means of egress in all trenches 4 feet or more in depth. Travel distance is no more than 25 feet between means of exit.
- Employees exposed to vehicular traffic wear traffic vests.
- No employee is permitted under loads being lifted or under loads being unloaded from vehicles.
- When vehicles and machinery are operating adjacent to excavations, warning systems such as stop logs or barricades should be used to prevent vehicles from entering the excavation or trench.
- Scaling or barricades are used to prevent rock and soils from falling on employees.
- Excavated and loose material is kept at least 2 feet from the edge of excavations.
- Walkways or bridges with standard railing are provided at points employees cross over excavations or trenches.

5.3 Hazardous Atmospheres

Where atmospheres containing less than 19.5 percent oxygen or other types of hazardous atmospheres may exist the following requirements are implemented:

- Atmospheric testing is done prior to employees entering excavations 4 feet or greater in depth.
- Testing methods are listed on the daily inspection checklist and results documented daily in field logs.
- Control measures such as ventilation and PPE are used to control employee exposure to hazardous atmospheres below published exposure limits.
- Ventilation is used to control flammable and combustible vapors to below 10 percent of their lower explosive limit.

- Testing is repeated as often as necessary to ensure safe levels of airborne contaminants.
- Emergency equipment is provided and present when the potential for a hazardous atmosphere exists. This equipment includes (but, is not limited to) an emergency breathing apparatus, harnesses, lifelines, and basket stretchers. Required equipment is listed on the daily inspection checklist and reviewed daily.

5.4 Protection From Water Hazard

When water collects in excavations and trenches the following is required:

- Employees do not work in excavations in which water has, or is, accumulating without the use of additional protection such as special support systems or water removal.
- Water removal is monitored by a competent person.
- Barriers such as ditches and dikes are used to divert runoff from excavations and trenches.
- Trenches are re-inspected prior to re-entry after water accumulation due to heavy rainfall or seepage.

5.5 Stability of Adjacent Structures

When excavating or trenching near an adjacent structure the following practices are implemented:

- Support systems such as shoring, bracing, or underpinning are provided when the stability of buildings, walls, or other such structures is endangered by excavation.
- Excavations at bases or footings of foundations that could be reasonably expected to pose a hazard to employees are prohibited unless:
 - support systems are used,
 - the excavation is in stable rock,
 - a professional engineer (PE) determines the structure sufficiently removed from the site does not pose a hazard,
 - or the PE determines the excavation does not pose a hazard to employees due to the structure.

- Support systems are used when it's necessary to undermine sidewalks, pavements, and appurtenant structures.
- Surcharge load sources and adjacent encumbrances are listed with their evaluation date on the daily inspection checklist.

5.6 Daily Inspections

Inspections are performed daily on all excavations, adjacent areas, and protective systems before personnel enter the trench.

5.7 Soil Classifications

To perform soil classifications, the competent person uses a thumb test, pocket penetrometer, or shear vane to determine the unconfined compressive strength of the soils being excavated. In soils with changing properties (i.e. one soil type mixed with another within a given area) several tests may be necessary. When different soil types are present, the overall classification is that of the type with the loosest unconfined compressive strength. Classifications result in a soil rating of Stable Rock, Type A, Type B, or Type C in daily inspection checklist. The soil analysis checklist provided in **Appendix 2** or equivalent is used for soil classifications.

5.8 Sloping and Benching

All sloping and benching is done in accordance with 29CFR 1926.652, Appendix B. Selection of the sloping method and evaluation of the surface surcharge loads is made by a competent person familiar with the requirements of 29CFR 1926.652, Appendix B. Sloping and benching methods and specifications are listed on the daily inspection checklist.

5.9 Protective Systems

Protective systems are required on all excavations over 5 feet in depth or in excavations less than 5 feet when examination of the ground by a competent person reveals conditions may result in cave-ins.

6.0 Training

Competent person has an adequate combination of experience and training to classify soil types and select protective systems as outlined in 29 CFR 1926.652. Training and experience pertaining to

qualification as a competent person is documented and include the following:

- General safety practices related to working in or near open excavations.
- Inspection requirements and techniques.
- Classifications of soils in accordance with 29 CFR 1926.652.
- Uses, limitations, and specifications of protective systems in accordance with 29 CFR 1926.652.

7.0 **References**

OSHA (U.S. Department of Labor, Occupational Safety and Health Administration) 29 CFR 1926, subpart P, Excavations.

Daily Trench/Excavation Inspection

Site Name: _____ Date: _____ Time: _____

Excavation Location _____

Site Evaluation

Ok Unsafe

- ___ ___ Surface encumbrances
- ___ ___ Underground installations
- ___ ___ Access and egress
- ___ ___ Exposure to vehicular traffic
- ___ ___ Exposure to falling loads
- ___ ___ Hazardous atmospheres
- ___ ___ % Oxygen (O2)

Ok Unsafe

- ___ ___ Warning system for mobile equipment
- ___ ___ Protection from water accumulation
- ___ ___ Stability of adjacent structures
- ___ ___ Employee protection - loose rock/soil
- ___ ___ Inspections
- ___ ___ Fall protection
- ___ ___ % Flammables (L.E.L.)

Note: The air is tested in excavations deeper than 4 feet and in areas where oxygen deficiency or gaseous conditions. Air samples are taken prior to each shift or more often if required. A log is maintained on site. Samples are taken for oxygen deficiency, toxicity and explosive environment.

Soil Classification

Soil classification is made based on the results of at least one visual, and one manual test.

___ Stable rock ___ Type A ___ Type B ___ Type C

Visual Tests

Inspect worksite for:

- ___ Fissured ground
- ___ Layered soil
- ___ Previously disturbed earth
- ___ Seepage
- ___ Vibration
- ___ Poor drainage

Manual Tests

Analyze soil for:

- ___ Plasticity
- ___ Dry strength
- ___ Thumb penetration
- ___ Pocket penetrometer
- ___ Sherevane
- ___ Drying test

Protective Support Systems

Sloping & Benching

- ___ Stable rock: 90 degrees
- ___ Type A: 53 degrees
- ___ Type B: 45 degrees
- ___ Type C: 34 degrees

Shoring & Shielding

- ___ Timber or hydraulic
- ___ Trench boxes, trench shields
- ___ Design using tabulated data
- ___ RPE design

Additional Comments or Information: _____

Inspection performed by: _____

Authorized Competent Person

Trenching and Excavation Procedures

Excavation Inspection Checklist
("Competent Person" completes this form.)

Form with fields for Site location, Date, Time, Competent Person, Soil Type(s), Soil Classification(s), Excavation Depth, Excavation Width, and Type of protective system used.

For each item indicate by circling Y (Yes), N (No). Address in the Comments section items marked N/A.

I. General Inspection of Jobsite:

- A. Surface encumbrances removed or supported? Y N N/A
B. Employees protected from loose rock or soil that could pose a hazard by falling or rolling into the excavation? Y N N/A
C. Hard hats worn by all employees? Y N N/A
D. Spoils, materials, and equipment set back at least 3' from edge of the excavation? Y N N/A
E. Barriers provided at all remotely located excavations, wells, pits, shafts, etc? Y N N/A
F. Walkways and bridges over excavations of 4 or more in depth are equipped with standard guardrails? Y N N/A
G. Warning vests or other highly visible clothing provided and worn by all employees exposed to public vehicular traffic? Y N N/A

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- | | | | | |
|----|--|---|---|-----|
| H. | Warning system established and utilized when mobile equipment is operated near the edge of the excavation? | Y | N | N/A |
| I. | Employees prohibited from working on the faces of sloped or benched excavations above other employees? | Y | N | N/A |

II. Utilities:

- | | | | | |
|----|---|---|---|-----|
| A. | Utility companies contacted and/or located? | Y | N | N/A |
| B. | Exact location of utilities marked when approaching the utilities? | Y | N | N/A |
| C. | Underground installations protected, supported, or removed when excavation is open? | Y | N | N/A |

III. Means of Access and Egress:

- | | | | | |
|----|---|---|---|-----|
| A. | Lateral travel to means of egress no greater than 25' in excavations 4' or more in depth? | Y | N | N/A |
| B. | Ladders used in excavation secured and extended 3' above the edge of the trench? | Y | N | N/A |
| C. | Structural ramps used by employees designated by a competent person? | Y | N | N/A |
| D. | Structural ramps used for equipment designed by a Registered Professional Engineer (RPE)? | Y | N | N/A |
| E. | Ramps constructed of materials of uniform thickness, cleated together on the bottom, and equipped with a no-slip surface? | Y | N | N/A |
| F. | Employees protected from cave-ins when entering or exiting the excavation? | Y | N | N/A |

IV. Wet Conditions:

- | | | | | |
|----|--|---|---|-----|
| A. | Precautions taken to protect employees from the accumulation of water? | Y | N | N/A |
|----|--|---|---|-----|

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- | | | | | |
|----|---|---|---|-----|
| B. | Water removal equipment monitored by competent person? | Y | N | N/A |
| C. | Surface water or runoff diverted or controlled to prevent accumulation in the excavation? | Y | N | N/A |
| D. | Inspections made after every rainstorm or other hazard increasing occurrence? | Y | N | N/A |

V. Hazardous Atmosphere:

- | | | | | |
|----|---|---|---|-----|
| A. | Atmosphere within the excavation tested where there's a reasonable possibility of an oxygen deficiency, combustible, or other harmful contaminant exposing employees to a hazard? | Y | N | N/A |
| B. | Ventilation? | Y | N | N/A |
| C. | Testing conducted often to ensure the atmosphere remains safe? | Y | N | N/A |
| D. | Emergency equipment such as breathing apparatus, safety harness and line, and basket stretcher readily available where hazardous atmospheres could or do exist? | Y | N | N/A |
| E. | Safety harness and life line used and individually attended when entering deep confined excavations? | Y | N | N/A |

VI. Support Systems:

- | | | | | |
|----|---|---|---|-----|
| A. | Materials and/or equipment for support systems selected based on soil analysis, trench depth, and expected loads? | Y | N | N/A |
| B. | Materials and equipment used for protective systems inspected and in good condition? | Y | N | N/A |
| C. | Materials and equipment not in good condition were removed from service? | Y | N | N/A |
| D. | Damaged materials and equipment used for protective systems inspected by a RPE after repairs and before being placed back into service? | Y | N | N/A |

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E.	Protective systems installed without exposing employees to the hazards of cave-ins, collapses, or from being struck by materials or equipment?	Y	N	N/A
F.	Members of support system securely fastened to prevent failure?	Y	N	N/A
G.	Support system provided to insure stability of adjacent structures, buildings, roadways, sidewalks, walls, etc?	Y	N	N/A
H.	Excavations below the level of the base or footing approved by the RPE?	Y	N	N/A
I.	Removal of support systems progresses from the bottom and members are released slowly to observe any indication of possible failure?	Y	N	N/A
J.	Backfilling progresses with removal of support system?	Y	N	N/A
K.	Excavation of material to a level no greater than 2' below the bottom of the support system and only if the system is designed to support the loads calculated for the full depth?	Y	N	N/A
L.	Shield system placed to prevent lateral movement?	Y	N	N/A
M.	Employees are prohibited from remaining in shield system during vertical movement?	Y	N	N/A

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MANUAL TEST

Plasticity: Cohesive Non-cohesive

Dry Strength: Granular (crumbles easily) Cohesive (broken with difficulty)

NOTE: The following unconfined compressive strength tests should be performed on undisturbed soil.

THUMB TEST

(Used to estimate unconfined compressive strength of cohesive soil)

Test Performed: _____ Yes _____ No

_____ Type A (soil indented by thumb with very great effort)

_____ Type B (soil indented by thumb with some effort)

_____ Type C (soil with unconfined compressive strength of 1.5 tsf or less). Soil is submerged, seeping water, subject to surface water, runoff, exposed to wetting.

WET SHAKING TEST

(Used to determine percentage of granular and cohesive materials) Compare _____ to soil textural classification chart to determine soil type.

Test performed: _____ Yes _____ No

Type A (clay, silty clay, sandy clay, clay loam, and in some cases silty clay, loam and silty clay loam)

Type B (angular gravel [similar to crushed rock], silt, silt loam, sandy loam, and in some cases clay loam and sandy clay loam)

Type C (granular soil including gravel, sand and loamy sand)

_____ % granular _____ % cohesive _____ % silt

NOTE about Type A: No soil is Type "A" if soil is fissured, subject to vibration, previously disturbed, layered, dipping into the excavation on a slope of 4H:1V.

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Soil Classification:

- Type A
- Type B
- Type C

Selection of Protective System:

- Sloping, Specify angle: _____
- Timber Shoring
- Aluminum Hydraulic Shoring

NOTE: Although Federal OSHA accepts the above tests in most cases, some states do not. Check Montana's safety requirements for trenching regulations.

Lockout/Tagout Policy

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Lockout/Tagout Policy

1.0 Purpose

ADAMAS Construction & Development, PLLC. (ADAMAS) have a safety control system policy for lockout and tagout to prevent the unexpected release or transmission of equipment energy. This policy is instituted to protect employees from inadvertent operation or energized equipment and to comply with all applicable standards. This policy applies to activities such as, but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating, or maintaining equipment. It also applies to energy sources such as, but not limited, to electrical, mechanical hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs and potential energy from suspended parts.

2.0 Definitions

Term	Definition
Power	Types of energy that can operate equipment such as electricity, air, oil, water, under pressure and steam. The use of steam under pressure for heating does not remove it from this requirement because it's capable of causing an injury and/or material/equipment damage and is subject to lockout procedure.
Lock	The device used to securely fasten the disconnecting means of the source of power and energy.
Block	One solid piece of substantial material placed under a suspended load or machine part completely immobilizing all potential vertical movement. Most equipment manufacturers supply an engineered block as part of the maintenance equipment.
Chock	One solid piece of substantial material placed between horizontal pieces or on both the downward and upward slope of inclined equipment to immobilize all potential lateral movement. Most equipment manufacturers supply an engineered chock as part of the maintenance equipment.
Disconnect Device	A pipe valve, electrical switch, or other mechanical device which will cut off the source of power or

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	supply at the entry point to machine or equipment.
Residual Energy	The energy remaining in a system after disconnecting the equipment.
Entry Point	The point at which the power enters the machine or unit such as the main disconnect.

3.0 Lock and Tag Control

3.1 Distribution

Locks and tags are assigned to and used by all foremen, journeyman, and other persons designated by the project superintendent. Sub-journeymen and helpers use locks in conjunction with the foreman or journeyman's lock and tag. Designees are referred to as foreman/journeyman in this procedure.

3.2 Type

The locks provided are mastered. Locks and master keys are controlled by the safety supervisor or designee.

3.3 Issuance

One lock and one key are issued by the safety supervisor. Additional locks and keys may be temporarily checked out from the Safety Department for jobs requiring more than one lock.

3.4 Identification

The safety supervisor or designee records the employee's name and number on the lock record when locks and keys are issued.

4.0 Application

When employees adjust, re-energize, repair, service, or work near machines or equipment where unexpected movement could cause injury or material damage they apply a tag, lock, block, or chock device to the source of power which controls such movement. The ignition key must be removed from all equipment prior to repairs or service. Such circumstances include employees exposing themselves directly to:

- Parts under power,
- Suspended, inclined, or jammed parts or equipment,
- Lines carrying hazardous substances, pressure, or energy.

Basic Rule: Lock out all main disconnecting switches, valves, and devices so only the employees exposed (by removing their own lock) can allow the power to be re-applied.

Procedure: An employee controls the source of power through the following actions as applicable to the work the employee is performing.

5.0 Parts Under Power

Obtain approval to de-energize and lockout from the superintendent/-foreman (supt./foreman).

Arrange with the supt./foreman to do a “walk around” of the jobsite.

Have the supt./foreman first de-energize the system with the ADAMAS lockout and tagout to follow.

Before lockout, make certain the circuit control at the starting switch is the correct one for the equipment involved.

Make certain all power at its source was disconnected by turning off the main disconnect.

Press the starter button to ensure all electrical power is shut off or have an electrician test the circuit load side of the disconnect device to be sure all ungrounded current-carrying conductors are open.

The supt./foreman inserts a multi-lock device on the main breaker and inserts the operator’s lock to secure it. The supt./foreman hangs a properly completed danger tag on the lock. Any ADAMAS employee working on this equipment wanting it to remain inoperative inserts a ADAMAS lock in the same lockout device. The employee also hangs a properly completed orange danger tag on the lock.

Caution: Employees don’t pull any disconnect switches or handles, or shut off any operation equipment without first obtaining proper authorizing from ADAMAS supervision.

6.0 Suspended, Inclined or Jammed Parts or Equipment

- Remove ignition key when applicable.
- Shut off the main source of any power in accordance with instructions outlined in “Parts Under Power.”

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- Mechanically block any load or machine part before working under or in it. For example: presses, dump-truck beds, lift cylinders, or forklifts.
- Mechanically chock any inclined equipment on both sides of the slope before working on or between pieces of equipment.
- To place turbines, pumps, and compressors in their zero mechanical state all procedures must be followed with a ADAMAS representative present.

7.0 Lines Carrying Hazardous Substances, Pressure, or Energy

- Be sure line is blocked closed.
- Bleed off or otherwise dissipate residual pressure or contents in steam, air, and hydraulic or chemical systems.
- Flush, back flush, or “blind” lines as applicable prior to locking valve in required positions.

Note: These steps are checked by a ADAMAS employee prior to installing lock tag.

8.0 Removing an Abandoned Lock or Tag

If a lock and/or tag is left on equipment and the employee left the jobsite, the locks and tags may be removed by the following methods—if the equipment is imperative for the jobsite operation:

- The employee may be called in to remove the lock and tag.
- The foreman of the employee’s work group may remove the lock and tag only after checking the equipment and ensuring all employees are clear of the equipment and it’s safe for restart.
- The safety supervisor may remove the lock or tag, if the above removal steps are not available.
- The employee whose lock/tag was removed must be notified by the foreman of the removal before being released for work.

Note: The master key is available in the safety office.

9.0 Loss of Lock and/or Key

If an employee loses his key to an assigned lock, the employee immediately advises the foreman and returns the lock to the safety officer. If the lock is in service, it’s removed by the safety supervisor using the master key when the job is completed.

10.0 Supervisor's Responsibility

It's the responsibility of all supervisors to enforce the lockout procedure.

11.0 Fuses

Pulling of fuses is not a substitute for locking out electrical switches.

12.0 Availability of Locks

Each person with an assigned lock uses it for lockout only. It's not used on toolboxes or anything else.

13.0 Equipment

- Valves can be locked out with a combination of chain and lock.
- Where a disconnect switch or control energizes more than one machine the supervisor is notified before any work is started to determine if a modification is required to enable each machine to be locked out separately.

14.0 Identifying Danger Tags

- All employees sign and attach "danger tags" to each lockout point to identify owner of the lock.
- Only one person signs the Danger Tag.
- The tag is legibly marked showing the employee's name, date, company name, and defect.
- The tag is not used as a substitute for a lock.

15.0 Multiple Lockout

- If two or more employees are working on a job, a separate lock and tag is attached by each employee so controls cannot be operated until all locks are removed.
- If the location of the controls allows the attachment of only one lock, then a special hoop holding several locks is used.

16.0 Complex Lockout Procedures

Equipment requiring the installation of ten or more lockout locks and tags is locked out using the following procedures:

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- The initial supervisor and journeyman assigned to the project contacts the supt./foreman to begin lockout procedures. The supt./foreman assumes the responsibility of Lockout Coordinator for the project.
- The ADAMAS Lockout Coordinators walk the system with the foreman and install the required number of contractor lockout locks and tags to ensure 100 percent zero-mechanical state is achieved.

The key(s) for these locks are placed in a “satellite” lock box and secured with the supervisor’s (or Lockout Coordinator’s) personal lockout lock and orange contractor tag properly filled out.

As assigned all employees attach their individual lock/tag to the lock box system while work is performed; and remove each employee’s lock/tag as work is completed.

17.0 Removal of Locks and Tags

See the following “Abandoned Lock and Tag:”

- Locks and tags remain on equipment until the job is finished. Then removed only by the individual whose name appears on the respective locks and tags.
- If equipment is down for an extended period of time with no work being done, the lockout lock is removed and arrangements made to place a security lockout lock on the equipment. When work resumes the security lock is removed and replaced with the appropriate lockout lock. A tag remains attached to the lockout at all times.
- Under no circumstances is equipment operated until all locks and tags are removed.

18.0 Transfer of Locks and Tags

When it becomes necessary for a foreman or journeyman to transfer the job to another foreman or journeyman the transferring employee removed his own lock and tag. The successor applies his lock and tag.

19.0 Transfer Between Shifts

If a new work shift comes on, a “tie-in” between shifts takes place with the oncoming employees placing new locks and tags on the system and the off-going employees removing theirs.

It's the responsibility of the oncoming employees performing the work to determine that the piece of equipment is locked out properly before starting work.

20.0 Sub-journeyman and Helpers

When a job is completed the foreman and journeyman check that:

- work is complete,
- sub-journeyman and helpers are clear,
- locks are removed.

Only then do they remove their locks and tags.

21.0 Review

All employees review the lockout procedures at. Documentation of names and dates of attendance are kept on file.

22.0 Discipline

Violators of this procedure are subject to strict disciplinary action up to and including termination.

Confined Space Procedures

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Confined Space Procedures

1.0 Introduction

ADAMAS Construction & Development, PLLC. (ADAMAS) established control procedures to protect all personnel entering a permit-required confined space (PRCS) and to comply with applicable regulatory standards. (29CFR 1926.1207) These include planning, general precautions, evaluations of hazards, ventilation requirements, personal protection and isolation responsibilities.

2.0 Definitions

Term	Definition
Acceptable entry conditions	The conditions that must exist in a permit space, before an employee may enter that space, to ensure that employees can safely enter into, and safely work within, the space.
Attendant	An individual stationed outside one or more permit spaces who assesses the status of authorized entrants and who must perform the duties specified in § 1926.1209.
Authorized entrant	An employee who is authorized by the entry supervisor to enter a permit space. <i>Barrier</i> means a physical obstruction that blocks or limits access.
Blanking or blinding	The absolute closure of a pipe, line, or duct by the fastening of a solid plate (such as completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate. a spectacle blind or a skillet blind) that
Competent person	One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

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Confined Space	Any space with a limited means of entry and egress, is large enough to enter and perform work, and is not intended for human occupancy or, has unfavorable natural ventilation.
Control	The action taken to reduce the level of any hazard inside a confined space using engineering methods (for example, by ventilation), and then using these methods to maintain the reduced hazard level. Control also refers to the engineering methods used for this purpose. Personal protective equipment is not a control.
Controlling Contractor	The employer that has overall responsibility for construction at the worksite.
Double block and bleed	The closure of a line, duct, or pipe by closing and locking or tagging two inline valves and by opening and locking or tagging a drain or vent valve in the line between the two closed valves.
Early-warning system	The method used to alert authorized entrants and attendants that an engulfment hazard may be developing. Examples of early-warning systems include, but are not limited to: Alarms activated by remote sensors; and lookouts with equipment for immediately communicating with the authorized entrants and attendants.
Emergency	Any occurrence (including any failure of power, hazard control or monitoring equipment) or event, internal or external, to the permit space that could endanger entrants.
Engulfment	The surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated to cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction, crushing, or suffocation.
Entry	The action by which any part of a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space, whether or not such action is intentional or any

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	work activities are actually performed in the space.
Entry Employer	Any employer who decides that an employee it directs will enter a permit space.
Entry permit (permit)	The written or printed document that is provided by the employer who designated the space a permit space to allow and control entry into a permit space and that contains the information specified in § 1926.1206.
Entry rescue	Occurs when a rescue service enters a permit space to rescue one or more employees.
Entry supervisor	The qualified person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this standard.
Hazard	A physical hazard or hazardous atmosphere. See definitions below.
Hazardous atmosphere	An atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self rescue (that is, escape unaided from a permit space), injury, or acute illness
Host employer	The employer that owns or manages the property where the construction work is taking place.
Hot work	Operations capable of providing a source of ignition (for example, riveting, welding, cutting, burning, and heating).
Immediately dangerous to life or health (IDLH)	Any condition that would interfere with an individual's ability to escape unaided from a permit space and that poses a threat to life or that would cause irreversible adverse health effects.
Inerting	Displacing the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.
Isolate or isolation	The process by which employees in a confined space are completely protected against the release of energy and material into the space, and contact with a physical hazard, by such means as: Blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block

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	and bleed system; lockout or tagout of all sources of energy; blocking or disconnecting all mechanical linkages; or placement of barriers to eliminate the potential for employee contact with a physical hazard.
Limited or restricted means for entry or exit	A condition that has a potential to impede an employee's movement into or out of a confined space. Such conditions include, but are not limited to, trip hazards, poor illumination, slippery floors, inclining surfaces and ladders.
Line breaking	The intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.
Lockout	The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
Lower flammable limit or lower explosive limit	The minimum concentration of a substance in air needed for an ignition source to cause a flame or explosion.
Monitor or monitoring	The process used to identify and evaluate the hazards after an authorized entrant enters the space. This is a process of checking for changes that is performed in a periodic or continuous manner after the completion of the initial testing or evaluation of that space.
Non-entry rescue	Occurs when a rescue service, usually the attendant, retrieves employees in a permit space without entering the permit space.
Non-permit confined space	A confined space that meets the definition of a confined space but does not meet the requirements for a permit-required confined space, as defined in this subpart.
Oxygen deficient atmosphere	An atmosphere containing less than 19.5 percent oxygen by volume.
Oxygen-Enriched	Oxygen enriched atmospheres are deemed to exist if the atmospheres contain more than 23% oxygen

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Atmospheres	by volume.
Permit-required confined space (permit space)	A confined space that has one or more of the following characteristics: (1) Contains or has a potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant; (3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller crosssection; or (4) Contains any other recognized serious safety or health hazard.
Permit-required confined space program (permit space program)	The employer's overall program for controlling, and, where appropriate, for protecting employees from, permit space hazards and for regulating employee entry into permit spaces.
Physical hazard	An existing or potential hazard that can cause death or serious physical damage.
Prohibited condition	Any condition in a permit space that is not allowed by the permit during the period when entry is authorized. A hazardous atmosphere is a prohibited condition unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee.
Qualified person	One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
Representative permit space	A mock-up of a confined space that has entrance openings that are similar to, and is of similar size, configuration, and accessibility to, the permit space that authorized entrants enter.
Rescue	Retrieving, and providing medical assistance to, one or more employees who are in a permit space.
Rescue service	The personnel designated to rescue employees from

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	permit spaces.
Retrieval system	The equipment (including a retrieval line, chest or full body harness, wristlets or anklets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.
Serious physical damage	An impairment or illness in which a body part is made functionally useless or is substantially reduced in efficiency. Such impairment or illness may be permanent or temporary and includes, but is not limited to, loss of consciousness, disorientation, or other immediate and substantial reduction in mental efficiency. Injuries involving such impairment would usually require treatment by a physician or other licensed health-care professional.
Tagout	(1) Placement of a tagout device on a circuit or equipment that has been deenergized, in accordance with an established procedure, to indicate that the circuit or equipment being controlled may not be operated until the tagout device is removed; and (2) The employer ensures that: (i) Tagout provides equivalent protection to lockout; or (ii) That lockout is infeasible and the employer has relieved, disconnected, restrained and otherwise rendered safe stored (residual) energy.
Test or testing	the process by which the hazards that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.
Ventilate or ventilation	Controlling a hazardous atmosphere using continuous forced-air mechanical systems that meet the requirements of § 1926.57 (Ventilation).

3.0 General Requirements

1. Before work begins at a jobsite, the designated competent person must identify all confined spaces in which one or more of the employees it directs may work, and identifies each space that is a permit space, through consideration and evaluation of the elements of that space, including testing as necessary.
2. If the jobsite contains one or more permit spaces, the acting Supervisor or designee must:
 - a. Inform exposed employees by posting danger signs or by any other equally effective means, of the existence and location of, and the danger posed by, each permit space.

“DANGER—PERMIT-REQUIRED CONFINED SPACE, DO NOT ENTER”
 - b. In a timely manner and in a manner other than posting, its employees’ authorized representatives and the controlling contractor of the existence and location of, and the danger posed by, each permit space.
3. Supervisor or designee who identifies, or receives notice of, a permit space and has not authorized employees it directs to work in that space must take effective measures to prevent those employees from entering that permit space, in addition to complying with all other applicable requirements of this procedure.
4. If any Supervisor or designee decides that employees it directs will enter a permit space, their company must have a written permit space program that complies with § 1926.1204 implemented at the construction site. The written program must be made available prior to and during entry operations for inspection by employees and their authorized representatives.
5. Supervisor or designee may use the alternate procedures if they can demonstrate:

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- a. That all physical hazards in the space are eliminated or isolated through engineering controls so that the only hazard posed by the permit space is an actual or potential hazardous atmosphere.
 - b. Can demonstrate that continuous forced air ventilation alone is sufficient to maintain that permit space safe for entry, and that, in the event the ventilation system stops working, entrants can exit the space safely.
 - c. Develops monitoring and inspection data that supports the demonstrations.
6. Additional requirements apply to entry into permit spaces that meet the conditions set forth for alternate entry.
- a. Any conditions making it unsafe to remove an entrance cover must be eliminated before the cover is removed.
 - b. When entrance covers are removed, the opening must be immediately guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and that will protect each employee working in the space from foreign objects entering the space.
 - c. Before an employee enters the space, the internal atmosphere must be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. Any employee who enters the space, or that employee's authorized representative, must be provided an opportunity to observe the pre-entry testing required by the standard.
 - d. No hazardous atmosphere is permitted within the space whenever any employee is inside the space.
 - e. Continuous forced air ventilation must be used, as follows:

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- An employee must not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
- The forced air ventilation must be so directed as to ventilate the immediate areas where an employee is or will be present within the space and must continue until all employees have left the space.
- The air supply for the forced air ventilation must be from a clean source and must not increase the hazards in the space.
- The atmosphere within the space must be continuously monitored unless the entry employer can demonstrate that equipment for continuous monitoring is not commercially available or periodic monitoring is sufficient. If continuous monitoring is used, the employer must ensure that the monitoring equipment has an alarm that will notify all entrants if a specified atmospheric threshold is achieved, or that an employee will check the monitor with sufficient frequency to ensure that entrants have adequate time to escape. If continuous monitoring is not used, periodic monitoring is required. All monitoring must ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere. Any employee who enters the space, or that employee's authorized representative, must be provided with an opportunity to observe the testing required by this paragraph.

f. If a hazard is detected during entry:

- Each employee must leave the space immediately.

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- The space must be evaluated to determine how the hazard developed.
 - The Supervisor or designee must implement measures to protect employees from the hazard before any subsequent entry takes place.
- g. The Supervisor or designee must ensure a safe method of entering and exiting the space. If a hoisting system is used, it must be designed and manufactured for personnel hoisting; however, a job-made hoisting system is permissible if it is approved for personnel hoisting by a registered professional engineer, in writing, prior to use.
- h. The Supervisor or designee must verify that the space is safe for entry and that the pre- entry measures required by paragraph (e) of this section have been taken, through a written certification that contains the date, the location of the space, and the signature of the person providing the certification. The certification must be made before entry and must be made available to each employee entering the space or to that employee's authorized representative.
7. When there are changes in the use or configuration of a non-permit confined space that might increase the hazards to entrants, or some indication that the initial evaluation of the space may not have been adequate, the competent person must reevaluate that space and, if necessary, reclassify it as a permit-required confined space.
8. A space classified as a permit-required confined space may only be reclassified as a non-permit confined space when a competent person determines that all of the applicable requirements have been met:
- a. If the permit space poses no actual or potential atmospheric hazards and if all hazards within the space are eliminated or isolated without entry into the space (unless the employer can demonstrate that

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- b. doing so without entry is infeasible), the permit space may be reclassified as a non-permit confined space for as long as the non-atmospheric hazards remain eliminated or isolated;
- c. The entry personnel must eliminate or isolate the hazards without entering the space, unless it can demonstrate that this is infeasible. If it is necessary to enter the permit space to eliminate or isolate hazards, such entry must be performed under §§ 1926.1204 through 1926.1211. If testing and inspection during that entry demonstrate that the hazards within the permit space have been eliminated or isolated, the permit space may be reclassified as a non-permit confined space for as long as the hazards remain eliminated or isolated;

Note - Control of atmospheric hazards through forced air ventilation does not constitute elimination or isolation of the hazards. Paragraph (e) of this section covers permit space entry where the employer can demonstrate that forced air ventilation alone will control all hazards in the space.

- d. Employees must document the basis for determining that all hazards in a permit space have been eliminated or isolated, through a certification that contains the date, the location of the space, and the signature of the person making the determination. The certification must be made available to each employee entering the space or to that employee's authorized representative.
- e. If hazards arise within a permit space that has been reclassified as a non-permit space, each employee in the space must exit the space. The entry Supervisor must then reevaluate the space and reclassify it as a permit space as appropriate in accordance with all other applicable provisions.

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9. Permit space entry communication and coordination.
 - a. Before entry operations begin, all Subcontractors must provide the following information, if it has it, to the Site Supervisor:
 - The location of each known permit space.
 - The hazards or potential hazards in each space or the reason it is a permit space.
 - Any precautions that the Subcontractor or any previous controlling contractor or entry employer implemented for the protection of employees in the permit space.
 - b. Before entry operations begin, the Site Supervisor must:
 - Obtain the Subcontractor's information about the permit space hazards and previous entry operations.
 - Provide the following information to each entity entering a permit space and any other entity at the worksite whose activities could foreseeable result in a hazard in the permit space:
 - The information received from the Subcontractor;
 - Any additional information the controlling Supervisor has about the subjects listed in paragraph (9)(a) of this section; and
 - The precautions that the Subcontractor, controlling Supervisor, or other entry employers implemented for the protection of employees in the permit spaces.

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- c. Before entry operations begin each entry employer must:
- Obtain all of the controlling Supervisor's information regarding permit space hazards and entry operations;
 - Inform the controlling Supervisor of the permit space program that the entry employer will follow, including any hazards likely to be confronted or created in each permit space.
- d. The controlling Supervisor and entry employer(s) must coordinate entry operations when:
- More than one entity performs permit space entry at the same time; or
 - Permit space entry is performed at the same time that any activities that could foreseeable result in a hazard in the permit space are performed.
- e. After entry operations:
- The controlling Supervisor must debrief each entity that entered a permit space regarding the permit space program followed and any hazards confronted or created in the permit space(s) during entry operations.
 - The entry employer must inform the controlling Supervisor in a timely manner of the permit space program followed and of any hazards confronted or created in the permit space(s) during entry operations.
 - The controlling Supervisor must apprise the host Subcontractor of the information exchanged with the entry entities pursuant to this subparagraph.

4.0 Permit- Required Confined Space

Each entry employer must:

1. Implement the measures necessary to prevent unauthorized entry;
2. Identify and evaluate the hazards of permit spaces before employees enter them;
3. Develop and implement the means, procedures, and practices necessary for safe permit space entry operations, including, but not limited to, the following:
 - a. Specifying acceptable entry conditions;
 - b. Providing each authorized entrant or that employee's authorized representative with the opportunity to observe any monitoring or testing of permit spaces;
 - c. Isolating the permit space and physical hazard(s) within the space;
 - d. Purging, inserting, flushing, or ventilating the permit space as necessary to eliminate or control atmospheric hazards;

Note: When an employer is unable to reduce the atmosphere below 10 percent LFL, the employer may only enter if the employer inerts the space so as to render the entire atmosphere in the space non-combustible, and the employees use PPE to address any other atmospheric hazards (such as oxygen deficiency), and the employer eliminates or isolates all physical hazards in the space.

- e. Determining that, in the event the ventilation system stops working, the monitoring procedures will detect an increase in atmospheric hazard levels in sufficient time for the entrants to safely exit the permit space;

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- f. Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards;
 - g. Verifying that conditions in the permit space are acceptable for entry throughout the duration of an authorized entry, and ensuring that employees are not allowed to enter into, or remain in, a permit space with a hazardous atmosphere unless the employer can demonstrate that personal protective equipment (PPE) will provide effective protection for each employee in the permit space and provides the appropriate PPE to each employee;
 - h. Eliminating any conditions (for example, high pressure) that could make it unsafe to remove an entrance cover.
4. Provide the following equipment (specified in paragraphs a-I of this section) at no cost to each employee, maintain that equipment properly, and ensure that each employee uses that equipment properly:
- a. Testing and monitoring equipment needed to comply with paragraph (e) of this section;
 - b. Ventilating equipment needed to obtain acceptable entry conditions;
 - c. Communications equipment necessary for compliance with §§ 1926.1208(c) and 1926.1209(e), including any necessary electronic communication equipment for attendants assessing entrants' status in multiple spaces;
 - d. Personal protective equipment insofar as feasible engineering and work-practice controls do not adequately protect employees;

Note to paragraph (4)(d). The requirements of subpart E of this part and other PPE requirements continue to apply to the use of PPE in a permit space. For example, if employees use respirators, then the respirator requirements in § 1926.103 (Respiratory protection) must be met.

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- e. Lighting equipment that meets the minimum illumination requirements in § 1926.56 that is approved for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that will be present, and that is sufficient to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
 - f. Barriers and shields as required by paragraph (3)(d) of this section;
 - g. Equipment, such as ladders, needed for safe ingress and egress by authorized entrants;
 - h. Rescue and emergency equipment needed to comply with paragraph (9) of this section, except to the extent that the equipment is provided by rescue services;
 - i. Any other equipment necessary for safe entry into, safe exit from, and rescue from, permit spaces.
5. Evaluate permit space conditions in accordance with the following paragraphs (a) through (f) of this section when entry operations are conducted:
- a. Test conditions in the permit space to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made, and before entry is authorized to begin, except that, if an Supervisor demonstrates that isolation of the space is infeasible because the space is large or is part of a continuous system (such as a sewer), the employer must:
 - Perform pre-entry testing to the extent feasible before entry is authorized; and
 - If entry is authorized, continuously monitor entry conditions in the areas where authorized entrants are working, except that employers

may use periodic monitoring in accordance with paragraph (e)(2) of this section for monitoring an atmospheric hazard if they can demonstrate that equipment for continuously monitoring that hazard is not commercially available;

- Provide an early-warning system that continuously monitors for non-isolated engulfment hazards. The system must alert authorized entrants and attendants in sufficient time for the authorized entrants to safely exit the space.
- b. Continuously monitor atmospheric hazards unless the Supervisor can demonstrate that the equipment for continuously monitoring a hazard is not commercially available or that periodic monitoring is of sufficient frequency to ensure that the atmospheric hazard is being controlled at safe levels. If continuous monitoring is not used, periodic monitoring is required with sufficient frequency to ensure that acceptable entry conditions are being maintained during the course of entry operations;
- c. When testing for atmospheric hazards, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors;
- d. Provide each authorized entrant or that employee's authorized representative an opportunity to observe the pre-entry and any subsequent testing or monitoring of permit spaces;
- e. Reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the Supervisor conduct such reevaluation because there is some indication that the evaluation of that space may not have been adequate; and

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- f. Immediately provide each authorized entrant or that employee's authorized representative with the results of any testing conducted in accordance with this section.
6. Provide at least one attendant outside the permit space into which entry is authorized for the duration of entry operations:
 - a. Attendants may be assigned to more than one permit space provided the duties described in § 1926.1209 can be effectively performed for each permit space.
 - b. Attendants may be stationed at any location outside the permit space as long as the duties described in § 1926.1209 can be effectively performed for each permit space to which the attendant is assigned.
7. If multiple spaces are to be assigned to a single attendant, include in the permit program the means and procedures to enable the attendant to respond to an emergency affecting one or more of those permit spaces without distraction from the attendant's responsibilities under § 1926.1209;
8. Designate each person who is to have an active role (as, for example, authorized entrants, attendants, entry supervisors, or persons who test or monitor the atmosphere in a permit space) in entry operations, identify the duties of each such employee, and provide each such employee with the training required by § 1926.1207;
9. Develop and implement procedures for summoning rescue and emergency services (including procedures for summoning emergency assistance in the event of a failed non- entry rescue), for rescuing entrants from permit spaces, for providing necessary emergency services to rescued employees, and for preventing unauthorized personnel from attempting a rescue;
10. Develop and implement a system for the preparation, issuance, use, and cancellation of entry permits as required by this

standard, including the safe termination of entry operations under both planned and emergency conditions;

11. Develop and implement procedures to coordinate entry operations, in consultation with the controlling contractor, when employees of more than one employer are working simultaneously in a permit space or elsewhere on the worksite where their activities could, either alone or in conjunction with the activities within a permit space, foresee ably result in a hazard within the confined space, so that employees of one employer do not endanger the employees of any other employer;
12. Develop and implement procedures (such as closing off a permit space and canceling the permit) necessary for concluding the entry after entry operations have been completed;
13. Review entry operations when the measures taken under the permit space program may not protect employees and revise the program to correct deficiencies found to exist before subsequent entries are authorized;

Note to paragraph (13). Examples of circumstances requiring the review of the permit space program include, but are not limited to: Any unauthorized entry of a permit space, the detection of a permit space hazard not covered by the permit, the detection of a condition prohibited by the permit, the occurrence of an injury or near- miss during entry, a change in the use or configuration of a permit space, and employee complaints about the effectiveness of the program.

14. Review the permit space program, using the canceled permits retained under § 1926.1205(f), within 1 year after each entry and revise the program as necessary to ensure that employees participating in entry operations are protected from permit space hazards.

5.0 Permitting Process

1. Before entry is authorized, each entry Supervisor must document the completion of measures required by § 1926.1204(c) by preparing an entry permit.
2. Before entry begins, the entry supervisor identified on the permit must sign the entry permit to authorize entry.
3. The completed permit must be made available at the time of entry to all authorized entrants or their authorized representatives, by posting it at the entry portal or by any other equally effective means, so that the entrants can confirm that pre-entry preparations have been completed.
4. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in accordance with § 1926.1206(b).
5. The entry supervisor must terminate entry and take the following action when any of the following apply:
 - a. Cancel the entry permit when the entry operations covered by the entry permit have been completed; or
 - b. Suspend or cancel the entry permit and fully reassess the space before allowing reentry when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is temporary in nature and does not change the configuration of the space or create any new hazards within it; and
 - c. Cancel the entry permit when a condition that is not allowed under the entry permit arises in or near the permit space and that condition is not covered by paragraph (e)(2) of this section.
 - d. The entry employer must retain each canceled entry permit for at least 1 year to facilitate the review of the permit-required confined space program required by

§ 1926.1204(n). Any problems encountered during an entry operation must be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.

6.0 Entry Permit

The entry permit that documents compliance with this section and authorizes entry to a permit space must identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit;
4. The authorized entrants within the permit space, by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;

Note to paragraph (4). This requirement may be met by inserting a reference on the entry permit as to the means used, such as a roster or tracking system, to keep track of the authorized entrants within the permit space.

5. Means of detecting an increase in atmospheric hazard levels in the event the ventilation system stops working;
6. Each person, by name, currently serving as an attendant;
7. The individual, by name, currently serving as entry supervisor, and the signature or initials of each entry supervisor who authorizes entry;
8. The hazards of the permit space to be entered;
9. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

Note to paragraph (9). Those measures can include, but are not limited to, the lockout or tagging of equipment and procedures for purging, inerting, ventilating, and flushing permit spaces.

10. The acceptable entry conditions;
11. The results of tests and monitoring performed under §1926.1204(e), accompanied by the names or initials of the testers and by an indication of when the tests were performed;
12. The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those services;
13. The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
14. Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this standard;
15. Any other information necessary, given the circumstances of the particular confined space, to ensure employee safety; and
16. Any additional permits, such as for hot work, that have been issued to authorize work in the permit space.

7.0 Training

1. The controlling employer must provide training to each employee whose work is regulated by this standard, at no cost to the employee, and ensure that the employee possesses the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this standard. This training must result in an understanding of the hazards in the permit space and the methods used to isolate, control or in other ways protect employees from these hazards, and for those employees not authorized to perform entry rescues, in the dangers of attempting such rescues.
2. Training required by this section must be provided to each affected employee:
 - a. In both a language and vocabulary that the employee can understand;
 - b. Before the employee is a first assigned duty under this standard;
 - c. Before there is a change in assigned duties;
 - d. Whenever there is a change in permit space entry operations that presents a hazard about which an employee has not previously been trained; and
 - e. Whenever there is any evidence of a deviation from the permit space entry procedures required by § 1926.1204(c) or there are inadequacies in the employee's knowledge or use of these procedures.
3. The training must establish employee proficiency in the duties required by this standard and must introduce new or revised procedures, as necessary, for compliance with this standard.

4. The controlling employer must maintain training records to show that the training required by paragraphs (a) through (c) of this section has been accomplished. The training records must contain each employee's name, the name of the trainers, and the dates of training. The documentation must be available for inspection by employees and their authorized representatives, for the period of time the employee is employed by that employer.

8.0 Authorized Entrants

The entry employer must ensure that all authorized entrants:

1. Are familiar with and understand the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Properly use equipment as required by § 1926.1204(d);
3. Communicate with the attendant as necessary to enable the attendant to assess entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required by § 1926.1209(f);
4. Alert the attendant whenever:
 - a. There is any warning sign or symptom of exposure to a dangerous situation; or
 - b. The entrant detects a prohibited condition; and
5. Exit from the permit space as quickly as possible whenever:
 - a. An order to evacuate is given by the attendant or the entry supervisor;
 - b. There is any warning sign or symptom of exposure to a dangerous situation;
 - c. The entrant detects a prohibited condition; or
 - d. An evacuation alarm is activated.

9.0 Attendants

The entry employer must ensure that each attendant:

1. Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
2. Is aware of possible behavioral effects of hazard exposure in authorized entrants;
3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under § 1926.1206(d) accurately identifies who is in the permit space;
4. Remains outside the permit space during entry operations until relieved by another attendant;

Note to paragraph (4). Once an attendant has been relieved by another attendant, the relieved attendant may enter a permit space to attempt a rescue when the employer's permit space program allows attendant entry for rescue and the attendant has been trained and equipped for rescue operations as required by § 1926.1211(a).

5. Communicates with authorized entrants as necessary to assess entrant status and to alert entrants of the need to evacuate the space under § 1926.1208(e);
6. Assesses activities and conditions inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions:
 - a. If there is a prohibited condition;

- b. If the behavioral effects of hazard exposure are apparent in an authorized entrant;
 - c. If there is a situation outside the space that could endanger the authorized entrants; or
 - d. If the attendant cannot effectively and safely perform all the duties required under this section;
7. Summons rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
8. Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:
- a. Warns the unauthorized persons that they must stay away from the permit space;
 - b. Advises the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - c. Informs the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;
9. Performs non-entry rescues as specified by the employer's rescue procedure; and
10. Performs no duties that might interfere with the attendant's primary duty to assess and protect the authorized entrants.

10.0 Entry Supervisors

The entry employer must ensure that each entry supervisor:

- 1. Is familiar with and understands the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- 2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have

been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

3. Terminates the entry and cancels or suspends the permit as required by § 1926.1205(e);
4. Verifies that rescue services are available and that the means for summoning them are operable, and that the employer will be notified as soon as the services become unavailable;
5. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
6. Determines, whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

11.0 Rescue

1. An employer who designates rescue and emergency services, pursuant to § 1926.1204(i), must:
 - a. Evaluate a prospective rescuer's ability to respond to a rescue summons in a timely manner, considering the hazard(s) identified;
 - b. Evaluate a prospective rescue service's ability, in terms of proficiency with rescue-related tasks and equipment, to function appropriately while rescuing entrants from the particular permit space or types of permit spaces identified
 - c. Select a rescue team or service from those evaluated that:
 - Has the capability to reach the victim(s) within a time frame that is appropriate for the permit space hazard(s) identified;

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- Is equipped for, and proficient in, performing the needed rescue services;
 - Agrees to notify the employer immediately in the event that the rescue service becomes unavailable;
- d. Inform each rescue team or service of the hazards they may confront when called on to perform rescue at the site; and
- e. Provide the rescue team or service selected with access to all permit spaces from which rescue may be necessary so that the rescue team or service can develop appropriate rescue plans and practice rescue operations.
2. An employer whose employees have been designated to provide permit space rescue and/or emergency services must take the following measures and provide all equipment and training at no cost to those employees:
- a. Provide each affected employee with the personal protective equipment (PPE) needed to conduct permit space rescues safely and train each affected employee so the employee is proficient in the use of that PPE;
 - b. Train each affected employee to perform assigned rescue duties. The employer must ensure that such employees successfully complete the training required and establish proficiency as authorized entrants, as provided by §§ 1926.1207 and 1926.1208;
 - c. Train each affected employee in basic first aid and cardiopulmonary resuscitation (CPR). The employer must ensure that at least one member of the rescue team or service holding a current certification in basic first aid and CPR is available; and
 - d. Ensure that affected employees practice making permit space rescues before attempting an actual rescue, and at least once every 12 months, by means of simulated rescue operations in which they remove dummies, manikins, or actual persons from the actual permit spaces or from

representative permit spaces, except practice rescue is not required where the affected employees properly performed

a rescue operation during the last 12 months in the same permit space the authorized entrant will enter, or in a similar permit space. Representative permit spaces must, with respect to opening size, configuration, and accessibility, simulate the types of permit spaces from which rescue is to be performed.

3. Non-entry rescue is required unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. The employer must designate an entry rescue service whenever non-entry rescue is not selected. Whenever non-entry rescue is selected, the entry employer must ensure that retrieval systems or methods are used whenever an authorized entrant enters a permit space, and must confirm, prior to entry, that emergency assistance would be available in the event that non-entry rescue fails. Retrieval systems must meet the following requirements:

- a. Each authorized entrant must use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head, or at another point which the employer can establish presents a profile small enough for the successful removal of the entrant. Wristlets or anklets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets or anklets is the safest and most effective alternative.

- b. The other end of the retrieval line must be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device must be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52 meters) deep.

c. Equipment that is unsuitable for retrieval must not be used, including, but not limited to, retrieval lines that have

a reasonable probability of becoming entangled with the retrieval lines(a) An employer who designates rescue and emergency services, pursuant to § 1926.1204(i), must:

4. If an injured entrant is exposed to a substance for which a Safety Data Sheet (SDS) or other similar written information is required to be kept at the worksite, that SDS or written information must be made available to the medical facility treating the exposed entrant used by other authorized entrants, or retrieval lines that will not work due to the internal configuration of the permit space.

12.0 Employee Participation

1. Employers must consult with affected employees and their authorized representatives on the development and implementation of all aspects of the permit space program required by § 1926.1203.
2. Employers must make available to each affected employee and his/her authorized representatives all information required to be developed by this standard.

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Confined Spaces Emergency Planning and Procedures

Overview:

- Anticipated hazards
- Type of incidents
- Response plan
- Training of personnel (confined space workers, attendants, and rescuers)

Essentials of the Plan:

- In-plant or off premises rescue?
- Who is responsible for rescue operation?
- Who call off-premises and when?
- Communication: Worker to Attendant – Attendant to Rescuers
- Location and type of rescue equipment
- Special training on rescue equipment
- Lighting (Location and type)
- Medical facilities and personnel
- Power ventilation and air compressors
- Need for specially trained staff (HazMat, radiation, fire).
- Permit plan in use – special information shown (physical structure, chemicals in use, nature of work, etc)

The Six Essentials of Rescue:

- Rescue from outside if possible
- Enter to rescue only after help arrives
- Always assume presence of an IDLH atmosphere
- Only use SCBA or SAR (P/D) with escape bottle
- Never use same air (or atmosphere) as confined space workers
- Safety harnesses and lifelines in addition to PPE

Rescue Personnel Training:

- Hands-on, repetitive, on-site
- Torches, saws, ventilation principles, fire fighting, first aid, CPR, decontamination, spill containment, etc.

**ADAMAS Construction &
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**Confined Space Pre-entry Checklist
for Non-permit Required Spaces**

This form must be completed prior to entering non-permit confined spaces. This applies to authorized ADAMAS Constructors and Engineers, Inc. (ADAMAS) employees as well as subcontractors. A second person must be present during all non-permit confined space entries.

Date: _____

Name of person completing this checklist (print): _____

Space name and location: _____

Reason for entry into the space: _____

1. Review the confined space policy in the Site Specific Safety Plan.
2. Verify that there have not been any changes to the space since the hazard evaluation.
3. Answer the following questions below and proceed accordingly.

Will there be any activities conducted inside the confined space (e.g., welding, line breaking) or any chemicals (e.g., solvents) brought into the confined space that could create a hazardous atmosphere inside the space?

NO

YES

If yes, **Do Not Enter**. Contact Safety Department for assistance.

Are there conditions in or around this confined space that could adversely affect anyone entering the confined space?

NO

YES

If yes, **Do Not Enter**. Contact Safety Department for assistance.

If both questions were answered **No**:

1. Secure the site.
2. Install barriers and post warning signs.
3. Take measures to prevent any hazards on the outside of the space.
4. Control vehicular and pedestrian traffic.
5. Ensure second person is present.

Note: Any indication of an abnormal condition inside the space is cause to evacuate the space immediately. Return this form to the Site Safety Officer or jobsite office. Debrief personnel involved after entry.

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PRCS Entry Checklist

All applicable items shall be 'YES' or 'N/A' for the permit to be valid.

		Yes	No	N/A
1.	Procedure provided, reviewed, and enforced?			
	a. All job procedures reviewed, understood, and training completed?			
	b. Person on site at all times to enforce all procedures?			
	c. Material Safety Data Sheets (MSDS) reviewed?			
2.	Welding, cutting, open flame present, welding permit approved and posted?			
3.	Confined space isolated?			
	a. Lockout/Tagout procedure followed?			
	b. Power sources off and locked out?			
	c. Electrical hazards isolated, removed, and tagged?			
	d. Rotating equipment locked out, removed, or disconnected?			
	e. Lines carrying materials to and from confined space blanked off, section removed or locked by two valves and drained? Drain valve locked open and tagged?			
	f. Contents removed and flushed?			
4.	Confined space atmosphere prepared and monitored?			
	a. Purged?			
	b. Flanges and access doors removed or manholes opened?			
	c. Continuous ventilation provided?			
	d. Oxygen level maintained over 19.5% but less than 23% ?			
	e. Air monitoring equipment provided?			
5.	PPE provided and specific instructions giving for its use?			
	a. Air lines, SCBA or other approved respirators provided?			
	b. Safety harnesses with D-ring and life line provided?			
	c. Head, hearing, hand, foot and body protection provided?			
	d. Lighting equipment of approved type provided and grounded?			
	e. Fire extinguishers readily available?			
	f. Walking/working surfaces protected from slippage?			
6.	Attendant standing outside of space trained and ready to respond to emergencies?			
	a. Rescue equipment provided at confined space?			
	b. Emergency alarms or communications available?			
Supervisor		Date		
Supervisor		Date		
Supervisor		Date		

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Confined-Space Entry Permit

1. Location of Space _____

2. Description of Space _____

3. Employee authorizing entry _____ 4. Date _____

5. Purpose of authorization _____

6. Entry authorized from _____ to _____ 7. Date _____

8. Authorized entrants _____

9. Authorized attendants(s) _____

Space Hazards and Controls

1. Asphyxiating: Oxygen deficiency [] Chemical [] Engulfment []

2. Flammable/Explosive: Dust [] Chemical (specify) _____

3. Toxic: Chemical (specify) _____

4. Unauthorized Activation: Mechanical _____ Electrical _____

5. The confined space shall be isolated or potential hazards controlled by:
Depressurization [] Purging and cleaning pipe [] Ventilation []
Lockout/tagout [] Blanking/capping pipe [] Other (specify) [] _____

6. Rescue services/equipment are available: Onsite [] Outside []

7. Communications equipment procedures to be used:

8. The following personal protective equipment have been assigned to, and shall be worn by entrants:

9. Hot work [may | shall not] be conducted in this space. If hot work is permitted, the following controls shall be utilized:

Testing and Monitoring

1. The space has an oxygen content of _____ and is [safe | unsafe].
2. The space has been monitored and contains the following concentrations of toxic hazards:

Carbon Monoxide _____ Hydrogen Sulfide _____ Methane _____

Other (*specify*) _____

3. The space has been tested and contains the following percentages of lower flammable limit of flammable/explosive chemicals (*specify*):

4. Monitoring will be conducted: continuously[] or at _____ intervals.

Authorization: All actions and conditions necessary for safe entry to, work in, and exit from the confined space have been performed. Entry is permitted on the date and time, and for the duration, specified above.

(*Signature of individual authorizing entry*)

Time _____

Cancellation: All entrants have exited the confined spaces and this permit is cancelled.

(*Signature of individual canceling entry*)

Time _____

(Reverse of ENG Form 5044-R)

Respiratory Protection Plan

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Appendices:

- Appendix 1: Medical Questionnaire For Respirator Use**
- Appendix 2: Respirator Fit Test Report**
- Appendix 3: Voluntary Use Of Dust Mask Document**
- Appendix 4: Respiratory Equipment and Training Log**

Respiratory Protection Plan

1.0 Introduction

The Respiratory Protection Plan described in this document is intended to conform to the current OSHA Regulations, 29 CFR 1910.134.

The law states a written Respiratory Protection Plan must be established by the employer for selection and use of respirators, for use at existing or potentially hazardous or toxic work sites, or for any asbestos abatement work. The Respiratory Protection Plan includes a specifically mandated 11-point program. This 11-point program was used as an outline for a written Respiratory Protection Plan, as described in the following paragraphs.

2.0 Program

2.1 Selection and Use of Respirators

Appropriate types of administrative and engineering controls are used to reduce the levels of exposure to hazardous and toxic materials before selecting respirators. These controls may include establishing policies such as appropriate air monitoring of areas prior to entering, using wet techniques for dust control, and effective use of ventilation, negative air machines, enclosures, or sprays, and wind direction when applicable.

When such controls are not feasible or the containment level after use of controls is still potentially above the permissible exposure level, appropriate respiratory protection is provided by ADAMAS Construction & Development, PLLC. (ADAMAS) and used by the employee. Employees are required to sign a respirator fit test (Appendix 2) and training form (Appendix 4) stating they've read and understand this program prior to using respiratory equipment.

The respirator protection program is administered by the Safety Coordinator or a designee. This includes proper use, fit testing of respirators, training programs, and recordkeeping.

2.2 Respiratory Selection

Respiratory equipment is selected based on the hazards the worker may be exposed to. This selection is based on the criteria found in ANSI Z88.2. Both personal and environmental air monitoring is performed on a level, intensity, and schedule sufficient for initial selection of respiratory equipment and to either upgrade or downgrade as necessary during the course of the work.

All respiratory equipment selected conforms to National Institute for Occupational Safety and Health (NIOSH) guidelines and will retain NIOSH approvals. Respirators include the following information:

- an assigned identification number,
- a label identifying the type of hazard the unit is designed to protect against and,
- information concerning the limitations and approved component parts for this type of unit.

2.3 Training in the Use of Respirators

All employees using or who may use respirators are properly trained. Training addresses selection of the respirator, seal checking the face piece, proper use of the respirator in the situation, hazards anticipated, inspection and maintenance of the respirator, cleaning and disinfecting, and storage techniques. Most of these topics are covered in subsequent sections of this plan.

Training is documented (**Appendix 4**) and made a part of each employee's permanent records. The program also includes formal qualitative-fit testing using amyl acetate and/or irritant smoke before using a particular type of respirator. Each employee completes a fit-test form upon completion of his or her fit test (**Appendix 2**). Employees are allowed to wear the unit in an uncontaminated area for at least 30 minutes before using them in a contaminated area. Fit tests, medical determinations and other records related to the respiratory protection program are kept by the health and safety department for the period of time required by regulation.

2.4 Respirator Assignment

Whenever possible employees are assigned their own respirator. They mark their unit with a unique number to use and be responsible for the unit for the duration of a specific project or for the life of the unit, if appropriate. This tends to cause employees to take better care of the unit and do a better job of cleaning and maintaining it. It also prevents germs from colds, flu, etc. from passing from one individual to another.

If individual assignment of units is not possible, the units are thoroughly cleaned and disinfected by each person immediately after using the unit and by the next person before using it.

When different types of respirators including different brands, sizes, or basic types (supplied vs. air purified) are used, the worker receives brief instructions on the use of the different respirator and undergoes and passes a qualitative-fit test. A card is issued to each person telling what respirator they're assigned and fit tested for.

2.5 Respiratory Cleaning and Disinfecting

Respirators are cleaned after each day's use. The filter cartridges are disposed of after each day's use or more often if required by the site safety person or as the situation dictates. The respirators are rinsed off in the shower or in the washbasin with the headbands removed, depending on the type of respirator. The entire unit is cleaned in hot, soapy water (less than 120 degrees F). A pliable hand brush is used if the unit is exceptionally dirty. The unit is rinsed in clean, warm water and then rinsed in a disinfectant solution such as 50 ppm iodine or chlorine (1 teaspoon in 1 gallon of water) then thoroughly dried both inside and outside the face piece.

The units are air dried overnight in a clean area. If not being used again immediately, units are:

- inspected and any worn or defective parts replaced,
- reassembled and placed in clean, marked Ziploc® plastic bags for storage in a cool, dry place.
- inserted in the storage bag so the unit's unique number is visible.

Organic solvents are not used for cleaning, because they deteriorate the rubber of the face piece. Respirator bags are not closed until units are completely dry (at least 48 hours).

2.6 Storage

Respirators are stored in a cool, dry, dark location inside plastic bags and/or boxes clearly marked with the unique number, the brand name, model number, and the unit size.

The unit is stored with the face piece down to protect the rubber from assuming an abnormal shape and essentially ruining it. The storage location affords protection against dust, chemicals, sunlight, and extreme heat or cold, like inside a metal or wood cabinet. Cartridges are not stored in bags with face pieces.

The inhalation valve of each mask is taped over with duct tape during temporary or long-term storage, if not kept in a Ziploc® bag to prevent dust or fibers from entering the unit.

Stored units are inspected at least once a month to ensure no distortion of the rubber is taking place.

2.7 Maintenance and Inspection

Inspection of respirators includes checking condition of the:

- glass faceplate for scratches, cracks, etc,
- condition of the rubber of the face piece,
- headbands for elasticity and damage,
- valves, both inhalation and exhalations, for fit, presence of dirt, hair and pliability,
- cartridge fittings are checked for cracks,
- Hoses are inspected, all fittings and connections are checked for leaks, cracks and pliability,
- clamps for tightness and exposure,
- quick-connects or threads for damage,
- dangerous clamps (those that might cut you) and other safety problems are eliminated from each unit.

Special care is taken if exposures to Permissible Exposure Limits (PELs) greater than the Short-Term Exposure Limits (STELs) or Immediately Dangerous to Life and Health (IDLH) atmospheres are encountered.

2.8 Medical Surveillance

Prior to participating in situations requiring respirators, employees receive baseline physical exams including the medical questionnaire in 1910.134 Appendix C. A copy of this medical questionnaire is at the end of this section (**Appendix 1**). The physician may also perform a Forced Expiratory Volume in one second (FEV 1.0) and a Total Vital Capacity (TVC) test on each person intending to use a respirator to help determine physical ability to safely wear respiratory equipment.

The physician then issues a written medical opinion as to the ability of the employee to wear a respirator and perform the tasks in question.

Medical examinations are:

- repeated annually,
- after a major change in job responsibilities,
- after an incident involving exposure or onset of any symptoms or,
- upon termination of the employee.

Employee records concerning medical surveillance are kept for 30 years after employment.

2.9 Approved Respirators

As stated previously, only NIOSH-approved respiratory equipment, including cartridges, are used. Respirators are not used when out of date. Cartridges and filters must be color coded for use according to NIOSH.

2.10 The Evaluation of Respiratory Protection Plan

On the basis of inspections, comments, and changes in the workplace, the program administrator and employees review this written Respiratory Protection Plan annually. This ensures the plan is adequate and achieves state-of-the-art practices. Necessary changes are made to the Respiratory Protection Plan as required to conform to new or existing state or federal regulations. An independent Industrial Hygienist also reviews the program on an annual basis and comments on and updates the program when required.

2.11 Other Items

The following items are also covered under ADAMAS Respiratory Protection Plan:

- a) A Quality Assurance Plan is employed ensuring the respirator plan is used and enforced.
- b) Facial hair in the form of beards and long sideburns (which may interfere with the fit of the respirator) are not allowed for employees required to wear respirators.
- c) IDLH (those Immediately Dangerous to Life or Health), Level A work, work in explosive atmospheres, and SCBA respirators are not covered by this Plan and are not worked in by ADAMAS employees unless the plan is updated to include such activities.
- d) If entered, Permit Required Confined Spaces requires:
 - 1) An attendant in verbal or sight communication with the worker at all times.
 - 2) Respiratory protection for the attendant is worn at least equivalent to the worker.
 - 3) Written permission from ADAMAS management in the form of a signed entry permit.
 - 4) Workers never enter areas with low oxygen (less than 19.5 percent) with air-purifying respirators.
 - 5) Temple eyepieces cannot be worn while using full-face respirators. Eyeglass lens clips are provided, if requested.
 - 6) Contact lenses are never worn with respirators.
 - 7) All employees involved in confined-space entry are trained to the extent required by law for their duties.

3.0 Fit-Testing Procedure

The employer ensures an employee using a right-fitting face piece respirator is fit tested prior to initial use of the respirator, whenever a different respirator face piece (size, style, model or make) is used, and at least annually thereafter.

The fit test is administered using an OSHA-accepted Qualitative Fit Test protocol. The OSHA-accepted QLFT protocols and procedures are contained in Appendix A of 1910.134.

QLFT may only be used to fit test negative pressure air-purifying respirators that must achieve a fit factor of 100 or less.

Fit testing of tight-fitting atmosphere-supplying respirators and tight-fitting powered air purifying respirators are accomplished by performing quantitative or qualitative fit testing in the negative pressure mode, regardless of the mode of operation (negative or positive pressure) used for respiratory protection.

4.0 Voluntary Use Of Respirators

Respirator use is encouraged, even when exposures are below the exposure limit to provide an additional level of comfort and protection for the worker. Voluntary use of a filtering face piece respirator (dust mask/disposable paper type dust respirator) does not require medical evaluation.

The supervisor needs only to ensure:

- the dust masks are not dirty or contaminated,
- their use does not interfere with the employee's ability to work safely.
- provide a copy of Appendix 3 (Appendix D 1910.134) to each voluntary wearer. The same applies to voluntary air-purifying respirators.

Appendix 1: Medical Questionnaire for Respirator Users

Section 1

	Yes	No
To the Employee: Can you read?	<input type="checkbox"/>	<input type="checkbox"/>
Your employer must allow you to answer this questionnaire during normal work hours or at a time and place that's convenient for you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers. Your employer must tell you how to deliver or send this questionnaire to the health-care professional who will review it.	<input type="checkbox"/>	<input type="checkbox"/>

Answer the following question and please print:

Today's date: _____

Your name: _____

Your age: _____

Sex: (circle one): Male Female

Your height: Feet: _____ Inches: _____

Your weight: Pounds: _____

Employee ID number: _____

Your job title: _____

Your telephone number: _____

	Yes	No
Have you worn a respirator?		
If yes, what type(s):		
What respirator will you wear for your job? (select from list below)		
Air purifying respirator (full or half face piece)		
Air purifying respirator (powered air purifying respirator)		
Air purifying respirator (single use, filtering face piece)		
Supplied air respirator (full or half face piece)		
Supplied air respirator (airline)		
Self-contained breathing apparatus (SCBA)		
Supplied air respirator (escape only)		

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Section 2		Yes	No
1.	Do you currently smoke tobacco or have you smoked in the last month? If yes, explain:		
2.	Have you ever had any of the following conditions?		
	a. Seizures (fits)		
	b. Diabetes (sugar disease)		
	c. Allergic reactions that interfere with your breathing		
	d. Claustrophobia (fear of closed-in places)		
	e. Trouble smelling odors		
3.	Have you ever had any of the following pulmonary or lung problems?		
	a. Asbestosis		
	b. Asthma		
	c. Chronic bronchitis		
	d. Emphysema		
	e. Pneumonia		
	f. Tuberculosis		
	g. Silicosis		
	h. Pneumothorax (collapsed lung)		
	i. Lung cancer		
	j. Broken ribs		
	k. Any chest injuries or surgeries		
	l. Any other lung problem you've been told about. If yes, explain:		
4.	Do you currently have any of the following symptoms of pulmonary or lung illness?		
	a. Shortness of breath		
	b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline.		
	c. Shortness of breath when walking with other people at an ordinary pace on level ground.		
	d. Have to stop for breath when walking at own pace on level ground.		
	e. Shortness of breath when washing or dressing yourself.		
	f. Shortness of breath that interferes with your job.		
	g. Coughing that produces phlegm (thick sputum)		
	h. Coughing that wakes you early in the morning.		
	i. Coughing that occurs mostly when you're lying down		
	j. Coughing up blood in the last month.		
	k. Wheezing		
	l. Wheezing that interferes with your job.		
	m. Chest pain when you breathe deeply.		
	o. Other symptoms you think may be related to lung problems. If yes, explain:		
5.	Have you ever had any of the following cardiovascular or heart problems?		

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		Yes	No
	a. Heart attack.		
	b. Stroke		
	c. Angina		
	d. Heart failure		
	e. Swelling in your legs or feet (not caused by walking)		
	f. Heart arrhythmia (heart beating irregularly)		
	g. High blood pressure		
	h. Any other heart problem you've been told about. If yes, explain:		
6.	Have you ever had any of the following cardiovascular or heart symptoms?		
	a. Frequent pain or tightness in your chest.		
	b. Pain or tightness in your chest during physical activity		
	c. Pain or tightness in your chest that interferes with your job.		
	d. In the past two years, heart skipped or missed a beat.		
	e. Heartburn or indigestion not related to eating.		
	f. Other symptoms that may relate to heart or circulation problems. If yes, explain:		
7.	Do you currently take medication for any of the following problems?		
	a. Breathing or lung problems		
	b. Heart trouble		
	c. Blood pressure		
	d. Seizures (fits)		
	If yes, explain:		
8.	If you've used a respirator, have you ever had any of the following problems?		
	a. Eye irritation		
	b. Skin allergies or rashes		
	c. Anxiety		
	d. General weakness or fatigue		
	e. Any other problem interfering with your use of a respirator.		
	If yes, explain:		
9.	Would you like to talk to the health-care professional who will review this questionnaire about your answers here?		
10.	Have you ever lost vision in either eye (temporarily or permanently)? If yes, explain:		
11.	Do you currently have any of the following vision problems:		
	a. Wear contact lenses.		

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		Yes	No
	b. Wear glasses		
	c. Color blind		
	d. Any other eye or vision problem		
12.	Have you ever had an injury to your ears including a broken ear drum? If yes, explain:		
13.	Do you currently have any of the following hearing problems?		
	a. Difficulty hearing		
	b. Wear a hearing aid		
	c. Any other hearing or ear problem. If yes, explain:		
14.	Have you ever had a back injury? If yes, explain:		
15.	Do you currently have any of the following musculoskeletal problems?		
	a. Weakness in any of your arms, hands, legs, or feet		
	b. Back pain		
	c. Difficulty fully moving your arms and legs.		
	d. Pain or stiffness when you lean forward or backward at the waist.		
	e. Difficulty fully moving your head up or down		
	f. Difficulty fully moving your head side to side		
	g. Difficulty bending t your knees.		
	h. Difficulty squatting to the ground.		
	i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.		
	j. Muscle or skeletal problem that interferes with respirator. If yes, explain:		

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Section 3		Yes	No
1.	In your present job are you working at high altitudes (over 5,000 feet) or in a place with lower than normal amounts of oxygen? If yes, do you have feelings of dizziness, shortness of breath, pounding in your chest or other symptoms when you're working under these conditions?		
2.	At work or at home have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g. gasses, fumes, or dust), or have you come into skin contact with hazardous chemicals? If yes, name the chemicals, if you know them:		
3.	Have you ever worked with any of the materials or under any of the conditions listed below?		
	a. Asbestos		
	b. Silica (e.g. in sandblasting)		
	c. Tungsten/cobalt (e.g. grinding or welding this material)		
	d. Beryllium		
	e. Aluminum		
	f. Coal (for example mining)		
	g. Iron		
	h. Tin		
	i. Dusty environments		
	j. Any other hazardous exposures? If yes, describe these exposures:		
4.	List any second jobs or side businesses you have.		
5.	List your previous occupations:		
6.	List your current and previous hobbies:		
7.	Have you been in the military services? If yes, were you exposed to biological or chemical agents (either in training or combat)?		
8.	Have you ever worked on a HAZMAT team?		
9.	Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications)? If yes, name the medications, if you know them:		

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		Yes	No
10.	Will you be using any of the following items with your respirator(s)?		
	a. HEPA filters		
	b. Canisters (e.g. gas masks)		
	c. Cartridges		
11.	How often are you expected to use the respirator(s) (place a check in the “yes” or “no” box to the right for all answers applying to you.		
	a. Escape only		
	b. Emergency rescue only		
	c. Less than 5 hours a week		
	d. Less than 2 hours a day		
	e. 2 to 4 hours a day		
	f. Over 4 hours a day		
12.	During the period you’re using the respirator(s) is your work effort?		
	a. Light (less than 200 kcal per hour). If yes how long does this period last during the average shift: _____ hrs. _____ min. Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work’ or standing while operating a drill press (1-3 lbs.) or controlling machines.		
	b. Moderate (200-350 kcal an hour). If yes how long does this period last during the average shift: _____ hrs. _____ min. Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.		
	c. Heavy (about 350 kcal an hour). If yes how long does this period last during the average shift: _____ hrs. _____ min. Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).		
13.	Will you be wearing protective clothing and/or equipment (other than the respirator) when you’re using your respirator? If yes, describe this protective clothing and/or equipment:		
14.	Will you be working under hot conditions (temperature exceeding 77 degrees F)?		
15.	Will you be working under humid conditions?		

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		Yes	No
16.	Describe the work you'll do while using your respirator(s):		
17.	Describe any special or hazardous conditions you might encounter while using your respirator(s). For example, confined spaces, life-threatening gases):		
18.	Provide the following information—if you know it—for each toxic substance you'll be exposed to when using your respirator(s):		
	a. Name of the first toxic substance:		
	b. Estimated maximum exposure level per shift:		
	c. Duration of exposure a shift:		
	d. Name of the second toxic substance:		
	e. Estimated maximum exposure level per shift:		
	f. Duration of exposure a shift:		
	g. Name of third toxic substance:		
	h. Estimated maximum exposure level per shift:		
	i. Duration of exposure a shift:		
	j. The name(s) of any other toxic substances you'll be exposed to while using your respirator:		
19.	Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and wellbeing of others (for example, rescue, security):		

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Appendix 2

Respirator Fit Test Report

Test Date:		Fit Test Expires:	
Name:		License or SS #	
Address:			
City:		State:	Zip:
Respirator Type: (Circle)	1/2 Face Negative Pressure	Full-Face Negative Pressure	PAPR
Manufacturer:	Model Number:	Size:	
Cartridge Type Tested:			
Restrictions:			

Test

Type of Test (Circle)	Quantitative		Qualitative	
	Test Device:		Isoamyl Acetate Saccharin Bitrex	
Results	Pass	Fail	Pass	Fail
Test Given By:			Test Subject:	

Appendix 3

Voluntary Use of Dust Masks

This program is designed to protect employee health even though it was determined respirators are not required. Filtering face piece dust masks are allowed for those employees wishing to use them. This program is designed for compliance with OSHA Standard 29 CFR 1910.134(c)(2)(i) with the exception in 1910.134(c)(2)(ii).

The *position title* determined that respirators are not required for the following jobs, tasks, or departments:

The use of dust mask respirators by employees is strictly voluntary.

The *position title* provides, and employees are to read, Appendix D of the OSHA Respirator Standard 29 CFR 1910.134, a copy of which follows:

Appendix D 1910.134 (Non-Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It tells you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

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Subcontractor Health and Safety Procedures

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Subcontractor Health and Safety Procedures

1.0 Policy

ADAMAS Construction & Development, PLLC. (ADAMAS) policy is to select, contract with, and oversee subcontractors with the same priority and emphasis on safety as we practice. It's a contractual requirement that subcontractors comply with ADAMAS, client, state, and federal safety and health regulations.

2.0 Purpose and Scope

All contractors and employees on a project can only achieve the goal of an accident-free jobsite through a cooperative effort. This procedure provides guidelines used by ADAMAS management when selecting subcontractors as well as safety requirements implemented when subcontractors and their employees begin work on ADAMAS projects.

This procedure applies only to subcontractors who have a contractual relationship with ADAMAS and their tier subcontractors.

3.0 Definitions

Term	Definition
Subcontractor	Any person, partnership, or corporation with a contract with ADAMAS and/or their subcontractor(s) to furnish labor, material, or equipment as part of the work
Work	The total of the contractor's responsibilities as set forth in the contract documents.
Superintendent	The highest-ranking representative of ADAMAS whose regular work location/office is on the project site.

4.0 Responsibilities

The Project Manager, project engineer, and superintendent are responsible for the selection of subcontractors. The Safety Department is available as a resource to interpret safety data and provide assistance in the selection of subcontractors as required. The Project Manager and superintendent and the project staff are responsible for assuring the overall implementation of and compliance with the requirements of this procedure through the subcontractor management/supervisor chain of command.

5.0 Training

Subcontract employees must complete safety training complying with all applicable federal, state, local, client, and ADAMAS safety requirements.

Under federal and state safety requirements subcontractors (employers) must certify all operators of mobile equipment, such as forklifts, cranes, boom lifts, scaffolds, etc., are trained and/or certified on the proper operation of the equipment.

All subcontractor employees are required to participate in weekly safety training sessions. Signed copies of the weekly meeting reports are made available to ADAMAS within 24 hours of each session.

6.0 Inspection and Storage

Copies of all subcontractor safety documents are maintained for a minimum of 12 months, unless a specified longer retention time is required by a regulatory agency.

Accident reports, OSHA logs, and other critical safety documentation become part of the permanent project files and maintained by ADAMAS at project completion.

7.0 Procedure

Requesting and evaluating subcontractor general safety plan:

- The Project Manager/engineer or designee may request a subcontractor general safety plan from all potential subcontractors in conjunction with a request for quotation for services.
- Upon return receipt, the general safety plan is reviewed by the Project Manager/engineer and superintendent with input from the Safety Department to determine if the subcontractor has a safety program meeting acceptable guidelines for performing the work.
- Subsequent to review of the general safety plan, the Project Manager/engineer and/or superintendent jointly qualify or disqualify a subcontractor. Three primary sources of

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information provide ways to evaluate the probable safety performance of prospective subcontractors:

- 1) Experience modification rates for worker's compensation insurance premiums.
- 2) OSHA incidents rates for recordable injuries and illnesses.
- 3) Contractor safety programs, procedures, and practices.

Note: Due to the vast number of variables that may impact safety measurement systems, ADAMAS has no standard minimum or set safety criteria for disqualifying potential subcontractors.

7.1 Documentation and Reporting Requirements

Every subcontractor's employee is required to review all elements of the ADAMAS Site Specific Plan and acknowledge said review by signature.

Subcontractors may be required to generate a Hazard Assessment Safety Action Plan, specific to their scope of work and completed before mobilizing the project. The ADAMAS Safety Department reviews the plan.

Subcontractors may be required to participate in producing task-specific hazard analysis for daily activities as well as review all site safety reports.

Signed copies of subcontractor's weekly safety meeting reports are made available to ADAMAS within twenty-four (24) hours of each meeting.

Accident investigation reports for all subcontractor accident, injuries, and work-related illnesses are forwarded to the ADAMAS site superintendent within twenty-four (24) hours of the occurrence.

Subcontractors are also responsible for and comply with all federal and state accident reporting and recordkeeping requirements for their employees.

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Site management must be informed promptly of any accident occurring on the project. Serious injuries, illnesses or any accident involving a third party or a member of the general public must be reported to ADAMAS site management immediately.

Site management must be informed immediately of any OSHA, EPA, or other safety or health regulatory agencies actions involving the subcontractor's work.

7.2 Basic Safety Requirements

The following basic safety rules list some of the ADAMAS primary safety concerns for subcontractor safety, but are in no way all-inclusive. All other client, owner, ADAMAS, federal, state, and local safety and health regulations governing the work applies.

Each subcontractor appoints an on-site safety representative who attends ADAMAS scheduled project safety meeting and is responsible for implementation of rules listed below, as well as any other safety rules determined necessary for the safe execution of the project as decided by ADAMAS.

Rules:

- Hard hats are worn at all times. This includes welders when using welding hoods, and all visitors.
- Sleeved shirts are worn at all times. (No tank tops.)
- Hard-toe, leather work boots, are worn at all times.
- Safety glasses (with rigid side shields), designated ANSI Z87.1, are worn at all times. This includes under welding hoods and employees with prescription eye wear.
- Face shields must be worn in conjunction with safety glasses when grinding, chipping, jack hammering, power sawing, or conducting other tasks involving serious face/eye hazards.
- Gloves, appropriate for the hazard present, are worn when hands are exposed to absorption of harmful substances, cuts, abrasions, punctures, chemical burns, thermal burns or harmful temperature extremes.

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- All subcontractor employees comply with the ADAMAS Fall- Protection Policy. This policy simply states: “Anytime employees are working from an unprotected elevation of six (6) feet or more, fall protection must be used.” Working as stated above means while traveling, stationary, or at any time exposed to a fall from a surface not protected by approved handrails, guardrails or some other approved fall-arrest device.
- Good housekeeping is maintained on a continual basis. Supplies, tools, materials, scrap material and construction debris are stored, transported, signed, contained and disposed of properly.
- Hearing protection is worn when employees are exposed to noise levels requiring protection, as defined by OSHA safety standards.
- Illegal drugs, alcohol, firearms, fireworks or other dangerous substance are not allowed on the project and may result in permanent dismissal.

7.3 Drug and Alcohol Compliance

Drug or alcohol usage or impairment on the worksite is not tolerated. Such impairment may risk injury or death to the impaired worker and/or co-workers. For the safety and protection of all jobsite workers, subcontractors must agree to mandate its employees to subject themselves to reasonable suspicion drug and/or alcohol testing when:

- a. Any subcontractor manager or superintendent has a reasonable suspicion of drug or alcohol usage or impairment.
- b. ADAMAS superintendent or designee has a reasonable suspicion that any subcontractor employee may be in violation of the zero-tolerance drug and alcohol policy or appears impaired and such impairment could adversely affect job safety and/or performance.

7.4 Equipment

All equipment brought onto the project will, at a minimum, comply with ADAMAS, state, and federal OSHA regulations. All equipment inspections are properly documented and maintained on site.

All equipment on the project is used in accordance with both federal and state safety requirements and the manufacturer's instructions and guidelines. Equipment is not altered in any way for a use for which it's not intended.

An inspection program and schedule are implemented for all equipment used on site, as required by applicable safety regulations. Documentation of these inspections are maintained by the subcontractor and provided to ADAMAS upon request.

A scaffold tagging program is enforced on all projects. All subcontractor scaffolds are required to have a scaffold tag attached indicating subcontractor's:

- name,
- date,
- status of scaffold safety requirements and
- any additional items that may be needed before using the scaffold.

Subcontractors use either Ground Fault Circuit Interrupters (GFCI's) or an assured equipment grounding inspection program to protect employees using electrical tools and equipment.

7.5 Certification and Permits

Certain operations may require a Client/Owner permit. The subcontractor representative inquires with ADAMAS site management to determine if any of the subcontractor's activities require a Client/Owner permit. Such activities may include, but are not limited to:

- Hot Work
- Confined Space
- Excavations

Various state and local authorities require permits for specific activities such as excavations, heavy lifts, lead abatement, scaffolding, etc.

7.6 Hazard Communication Program

All subcontractor companies are required to have a written Hazard Communication Program meeting federal, state, and OSHA requirements and comply with the program. A copy of the program is forwarded to the ADAMAS site management and a copy is required to be in the possession of the subcontractor on the site. The employer must complete documentation of employee Hazard Communications Training prior to the commencement of work.

Any potentially hazardous material or chemical brought onto the project must have a Safety Data Sheet (SDS). Copies of the SDS's are forwarded to site management before the product is brought on to the project.

Small quantities of hazardous liquids, such as gasoline, diesel fuels and any solvents, brought onto the project are stored in a properly labeled safety container with a flame arrestor and self-closing lid. All hazardous materials and chemicals brought onto the project are in the proper containers with no visible signs of leaks. Contact site management prior to bringing large quantities of hazardous materials or liquid on site.

All containers brought onto the project must be labeled as to their contents.

Site management is notified before any chemical/material creating noxious or toxic fumes is used.

7.7 Respiratory Protection

All subcontractors, whose employees may be expected to wear a respirator, send a copy of their written Respiratory Protection Program to ADAMAS site management. The program must comply with current ADAMAS, state, and federal requirements. A Respiratory Protection Program must address the following:

- Proper respirator selection,

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- Proper respirator training and the required fit-test procedures,
- Proper respirator cleaning, sanitizing, inspection and maintenance,
- Respirator users medical clearance.

7.8 Safety Surveys

Site management and the ADAMAS Safety Department conduct periodic safety surveys of projects. Any safety discrepancy observed is reported to the appropriate subcontractor's site safety representative for immediate resolution.

ADAMAS safety surveys do not relieve subcontractors of their responsibility to self-inspect their work and equipment. All subcontractors—at all times—conduct their work in a safe manner.

7.9 Safety Adherence

ADAMAS understands the discipline of subcontractor personnel is the responsibility of subcontractor management. When observed, however, ADAMAS documents violations of safety policies and forward said documentation to the subcontractor's representative. After verbal and written notices are documented and if the subcontractor repeatedly fails to comply, the employee may be removed from the worksite (as outlined by the procedures below).

7.9.1 Consequences for Policy Violations

The consequences discussed below apply to all employees/subcontractors found in violation of this policy. Any foreman, supervisor, or official of management after becoming aware of any such failure ensures the following action is taken:

Stage One

A formal verbal warning may be given to the employee by his/her immediate supervisor, along with a warning that this is the first stage in the disciplinary procedure and any repetition within one month will lead to the second stage in the procedure.

Stage Two

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If the offense(s) addressed in Stage 1 is repeated and/or continued or a more serious offense is committed, the employee may be given a formal written warning setting out the details of the offense(s) and stating that if the offense(s) is (are) repeated within one month, the third stage in this procedure is invoked. In addition to the written warning, the employee is suspended without pay, for a period of one day. Upon his/her return to work the employee must undergo additional formal training in the area of the offense(s) before being permitted to work in order to prevent injury to the employee or co-workers.

Stage Three

If an offense identified in Stage 2 is repeated within three months, the employee may be terminated. An employee so terminated is ineligible for rehire for 24 months.

Note: Depending on circumstances, ADAMAS reserves the right to bypass, duplicate, or alter any stage of the recommended disciplinary procedures described above.

7.10 Imminent Danger

Upon discovery of any situation which may (in the opinion of the site management or safety representative) lead to a serious injury, illness, or death site management or safety immediately suspends the related work. Work may resume only after the safety concern(s) is corrected to the satisfaction of ADAMAS.

Examples of “imminent danger” situations may include, but are not limited to, the following:

- Falls from elevations exceeding ADAMAS, federal, or state safety standards.
- Excavation not properly sloped or shored.
- Possible electrocution hazards to the general public.
- Operations of vehicles, machinery, or heavy equipment in an unsafe manner.

Other than immediate suspension of work the procedure for correction of imminent danger situations follows the procedure set forth in section 7.9.

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Aerial Lift and Scissor Lift Procedure

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Aerial Lift and Scissor Lift Procedure

1.0 Purpose and Scope

This safety procedure provides minimum requirements for use of aerial and scissor lifts. This work instruction applies to all aerial lifts including extensible and articulating boom platforms, aerial ladders, vertical towers, vertical mast lifts, and scissor lifts. This procedure applies to all employees and subcontractors covered by the Site-Specific Safety Plan (SSSP).

2.0 Responsibilities

General responsibilities for SSSP implementation are stated in section “A” of this document. Additional management, staff, specific to this topic is stated in this procedure.

2.1 Site Manager

- Designate a Competent Person(s) to conduct all aerial lift training and inspections.
- Ensure only approved lifts are used.
- Determine whether egress and access from elevated lifts are necessary and document approval or disapproval for each specific request.

2.2 Supervisors

- Ensure all employees operating aerial devices are trained in accordance with this SSSP and relevant national legislation and other regulatory requirements.
- Ensure approved lifts are used and that they're properly inspected and maintained.
- Monitor aerial and scissor lift operations to assure compliance with this safety plan.

2.3 Employees

- Successfully complete the aerial lift operator training required by this SSSP prior to operating an aerial or scissor lift.
- Operate aerial lifts in accordance with training received, manufacturer's recommendations, and this SSSP.

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- Promptly report defective or malfunctioning equipment and any incident involving the use of aerial or scissor lifts to the supervisor.

3.0 Definitions

Term	Definition
Aerial Ladder	A manually or self-propelled aerial device consisting of a single or multiple section extensible ladder with a personnel platform.
Aerial Lift	Self-propelled elevating work platform positioned by telescoping boom, articulating boom, or vertical mast primarily designed as a personnel carrier attached to a rotating or non-rotating base that permits elevation of the free or outer end.
Approved Lifts	See Paragraph 4.2
Articulating Boom	A boom with two or more hinged sections that extends by unhinging.
Competent Person	One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate hazards.
Extensible Boom Platform	An aerial device with a telescopic boom and personnel platform attachment.
Fall Restraint	A fall-protection system that prevents the user from falling <i>any</i> distance. The system is comprised of a full-body harness, along with an anchorage, connectors, and other necessary equipment. The system prevents and/or restrains the user from reaching the open edge of the structure or platform.
Insulated Aerial Lift	An aerial device designed for work on energized electrical lines and apparatus.
Lift(s)	Any vehicle mounted, manually propelled, or self-propelled device, extensible or articulating, or both, designed to position personnel. This term is also used as an abbreviation for aerial devices and aerial platforms including aerial lifts and scissor lifts.

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Lift Operator	A qualified person who controls the movement of the lift.
Platform	Any personnel-carrying device (e.g. basket or bucket), which is a component of an aerial device.
Personal Fall	A system used to arrest an employee in a fall from a working level. It includes anchorage, connectors, a full-body harness, and may include a lanyard, deceleration device, lifeline, or a suitable combination of these.
Scissor Lift	A self-propelled elevating work platform utilizing a scissor type framework for positioning the platform vertically and is primarily designed as a personnel carrier.

4.0 Procedure

Only trained, qualified, and authorized employees are to operate lifts.

Plan the work! Inspect work area for hazards, such as overhead and ground-level obstructions and electrical hazards, other lifts, conflicting work operations, traffic, potholes, and wind speeds above manufacturer limits. Do not operate above 30 mph (45 kmh).

Always use approved lifts. See paragraph 4.4.

Maintain required distances for work near or on live electrical lines. See paragraph 4.5.

Always select the proper type of lift based on the intended use.

4.1 General Requirements

Aerial lifts should only be operated on firm, level surfaces. Lifts will not be driven on grades, side slopes, or ramps with slopes exceeding manufacturer's incline limits.

If the machine has a separate power source to operator the movement of the base (e.g. truck mounted) vs. the movement of the platform, the vehicle engine must be shut off and the key removed before using the platform.

Truck mounted aerial devices are lowered and secured prior to driving the truck or vehicle on the highway.

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When so equipped, outriggers or stabilizers and extendable axels are fully extended and placed on firm level surfaces or mats. Outrigger or stabilizer mats and pads are:

- At least three (3) times larger in surface area than the float they support,
- Flat where the outrigger or stabilizer contacts it to prevent the lift from sliding off, and
- Strong enough to withstand the loads imposed by the outrigger.

Lift controls are operated in a smooth, controlled manner at all times. Avoid sudden starts, stops, or change in direction. Never jam the controls from one travel direction to another.

Keep all body parts inside the machine while moving equipment.

When boom lifts must be moved on an incline, the boom is always positioned uphill of the wheels and the wheels chocked, if it's parked on an incline. See manufacturer instructions for incline limits.

Never use the boom to push or pull the aerial lift base or any other object.

Boom and basket load limits specified by the manufacturer are not exceeded.

Care is taken to prevent electric cords, rope, and hoses from becoming entangled in the aerial platform. Only the tools and materials required to perform the work are permitted in the platform and must fit completely inside the basket. Small tools and materials are kept in a properly secured container on the floor of the platform.

Supporting equipment, material, or rigging loads from the boom, handrails, or platform is prohibited.

If lift or supporting assembly becomes caught or otherwise prevented from normal motion by adjacent structures or obstacles, and control reversal does not free the lift, all personnel are removed from the platform before additional attempts are made to free the lift using the ground controls.

4.2 Fall Protection

Employees must wear a personal fall-protection harness and lanyard which is attached to a manufacturer-approved attachment point in the platform or basket when working from an aerial lift. If a manufacturer-approved attachment point is not provided, a Qualified Person determines the proper anchor point location specific to each type of lift. It's recommended that lanyards used for lifts be as short as possible to restrain an employee from being thrown from the platform.

Guardrails are in place and access gates closed while lift is in use.

Employees always stand firmly on the floor of the basket and do not sit or climb on the edge of the basket or use planks, ladders, or other objects in the platform to gain a work position or as a climbing device to access other work levels.

The floor of the platforms must be kept clear of trash, debris, etc.

Lifts are not moved when the platform is elevated with personnel in the basket unless:

- the travel surface is level,
- the equipment is designed for that purpose, and
- manufacturer's instructions allow it.

For aerial lifts the platform is below horizontal for traveling. The operator limits travel speed according to conditions of ground surface, congestion, visibility, slope, location of personnel, and other factors that could cause collisions or injuries.

4.3 Protection of Personnel in Immediate Work Area

The counterweight swing radius of articulating or extensible boom lifts is barricaded to prevent crushing injuries to employees on the ground.

When the lift is operated in elevated positions the area underneath the work is barricaded.

Elevated platforms are attended at all times or lowered to grade.

When lowering elevated platforms the operator must inspect the area around the machine to ensure no personnel, equipment, or obstructions are in the path of travel. If the area in the path of movement is not visible, i.e., in a cloud of steam or fog, the basket is not lowered until vision is restored or the area is otherwise determined to be clear.

A spotter is utilized whenever the operator cannot see the machine base during movement of the base. A spotter is used when operating lifts in close proximity to obstructions, operating equipment, vehicles, or personnel.

4.4 Approved Aerial/Scissor Lifts

4.4.1 General Requirements

Only lifts meeting ADAMAS and regulatory requirements are used.

Articulating boom and extensible boom platforms must have both upper (platform level) and lower (ground level) controls. Lower controls override upper controls but are not operated unless permission was obtained from the employee in the lift, except in case of emergency.

All lift platform controls have two points of activation contact (normally a foot pedal and control lever) by the operator to activate the directional controls (horizontal and vertical movement). With a time-delay feature the delay is set to no more than three (3) seconds. Any other manufacturer supplied interlocks are operational.

Lifts have:

- Top rails, mid-rails, and toe boards unless completely enclosed on the sides,
- Anchor points for fall-arrest equipment (see Section “J” in SSSP), and
- Provision for storage of the equipment manual and the manual are available on each machine.

Scissor lifts have provision for manually blocking the lift open during inspection and maintenance operations.

Electric- or propane-powered lifts are considered for indoor applications.

Gasoline- or diesel-powered lifts are only used outdoors or in well-ventilated areas.

Modifications, attachments, or use for purposes other than as designed are approved in writing by the manufacturer prior to use.

Only lifts approved for use in hazardous locations and atmospheres such as areas with explosive vapors, dust, etc. are used in defined hazardous locations. See NFPA 505.

4.4.2 Lifts Used by Qualified Electricians

Lifts used by qualified electricians for live electrical work meet all the general requirements stated above and the following additional requirements:

- Lifts are designed for use on live electrical work with appropriate insulated parts.
- Lifts have voltage limitations exceeding the voltage to be worked on.
- A conductive bucket liner or other suitable conductive device is provided for bonding the insulated aerial device to the energized line or equipment.
- The body of the lift is effectively grounded.
- The lift has dual controls (lower and upper).
- A minimum clearance table for bare-hand live-line work, as shown below, is printed on a durable nonconductive plate mounted in the bucket or its vicinity so it's visible to the operator of the lift.

4.5 Lifts Used to Work Near or On Live Electrical

4.5.1 Lifts Used to Work Near Live Electrical

Lifts are not operated where any part of the equipment, employees, tools, or materials come closer to or above any energized electrical line than specified in the following table except for qualified electricians using insulated aerial lifts approved for electrical service.

An overhead wire is considered an energized line unless it was disconnected and is visibly grounded in the work area. Power lines on wooden poles generally carry from 110 to 69,000 volts.

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Power lines on steel towers usually carry from 69,000 to 345,000 volts.

Nominal Voltage, kV (Phase to Phase)	Minimum Required Clearance ft. (m)
0 – 50	10 (3.05)
51 – 200	15 (4.60)
201 – 350	20 (6.10)
351 – 500	25 (7.62)
501 – 750	35 (10.67)
751 – 1,000	45 (13.72)

Voltages above 1,000 kV require greater distances (1kV = 1,000 volts). (Non-US locations may require greater distances.)

4.5.2 Lifts Used to Work on Live Electrical

Only qualified electricians work directly on live electrical lines from lifts when allowed by relevant national or site regulations. See HSEP 19.3 and 19.4. See approved aerial and scissor lifts used on live electrical lines.

For bare-handed live-line work the qualified electrician:

- Makes the required inspections and tests of the lift and ground it,
- Checks the arm current leakage on the bucket using a voltage equal of that to be worked on for three minutes with a leakage current not to exceed one (1) microampere per kilo-volt or nominal line-to-line voltage at beginning of shift,
- Bond the conductive bucket liner to the energized conductor by means of a positive connection before contact-ting the energized part to be worked on and leave attach- ed until the work on the energized circuit is completed,
- Does not place conductive materials over 36 inches long in the bucket except for appropriate length clean and dry jumpers, armor rods, and tools,
- Does not use hand lines between buckets, booms, and the ground, except nonconductive-type dry hand lines

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may be used from line to ground when not supported from the bucket,

- Maintain minimum clearance distances for live-line bare-hand work as specified in the following table for all grounded objects and from lines and equipment at a different potential than to which the insulated aerial device is bonded, unless such grounded object or other lines and equipment are covered by insulated guard (these distances are maintained between all parts of the insulated boom assembly and any grounded parts including the lower arm or portions of the body of the lift when approaching, leaving, and when bonded to the energized circuit),
- Use harnesses and lanyards that meet the requirements for linemen equipment;
- Does not wear pole climbers (metal spurs used to climb wooden poles) while working from the aerial lift; and
- Does not perform work with an electrical storm in the immediate vicinity. Work no closer than six (6) miles (10 km) from the storm.

Minimum Clearance Table for Bare-Hand Live-Line Work:

Distance in feet (m) and inches for Maximum Voltage

Voltage Range (phase-to-phase) (Kilo-volts)	Phase to Ground	Phase to Phase
2.1 to 15	2' 0" (.61m)	2' 0"
15.1 to 35	2' 4"	2' 4"
35.1 to 46	2' 6"	2' 6"
46.1 to 72.5	3' 0"	3' 0"
72.6 to 121	3' 4"	4' 6"
138 to 145	3' 6"	5' 0"
161 to 169	3' 8"	5' 6"
230 to 242	5' 0"	8' 4"
345 to 362*	7' 0"	13' 4"
500 to 552*	15' 0" (4.60 m)	31' 0"

*For 345-362 Kv, 550-552 Kv, and 700-765 Kv, the minimum clearance distance may be reduced provided the distances are not made less than the shortest distance between the energized part and a grounded surface. See HSEP 19.4 for lower voltages.

4.6 Elevated Lift Egress and Access

Exiting and accessing an elevated platform is permissible only when it's determined to be the safest means of access to an elevated work area. This determination is documented and has prior approval by the site manager or the site safety supervisor.

When authorized the following minimum procedures are used to access or exit an elevated platform.

- Obtain documented approval from site manager or site safety supervisor.
- The platform is attended at all times by a lift operator while any personnel are exiting or accessing an elevated platform.
- 100 percent tie-off is maintained while exiting or entering the platform. The employee secures a second lanyard to an anchorage point outside the basket before disconnecting his lanyard from the lift and exiting. When re-entering secure second lanyard to the lift only after both feet are on the floor of the basket then release the lanyard tied to outside anchorage.
- The floor of the basket is at the same level as the structure to be accessed.
- At no time do employees exit or enter over the lift controls.
- Access gates are utilized if at all possible to exit or enter the elevated platform.
- If the manufacturer prohibits egress and access of an elevated lifting platform, such practices are prohibited unless written approval is obtained from the manufacturer.

4.7 Fueling and Recharging Equipment

The equipment is lowered to grade, parked, and shut down prior to refueling or battery charging.

Fueling and battery charging is done in a well-ventilated area free from flame, sparks, or other hazards that may cause

a fire or explosion because of the fuel or the hydrogen generated from battery charging.

Follow all manufacturer requirements for fueling or charging batteries.

For battery charging connect charger to battery prior to turning it on. Turn the charger off prior to removing charger leads.

Wear appropriate PPE while fueling or charging batteries.

4.8 Inspections

All lifts are inspected by a competent person:

Lifts must have visual inspections performed by the operator prior to use.

Defective equipment is tagged out-of-service and is immediately removed from service.

4.8.1 Visual Pre-use Inspection

Prior to use all aerial lifts are inspected using a pre-shift inspection log sheet may be used. See Figure 4.

The subsequent operator using the lift during the same shift ensures a pre-shift inspection was completed prior to use.

Lift controls are tested prior to each use to determine whether they're in safe working condition. The ground controls are checked first for those units with ground controls.

Visual inspection items include the following and those provided in Figure 4:

- Controls plainly and legibly marked as to their function,
- Evidence that safety devices and interlocks are operational,
- Personal protective equipment for operator and riders, e.g. fall protection, gloves,
- Hydraulic system for tight connections, hose damage, and leaks,
- Cables and wiring,

- Loose or missing parts,
- Legible warning placards and decals (replace defective placards or decals prior to equipment use),
- Outriggers, stabilizers, and extensible axles,
- Guardrail systems and gate latches,
- Other items recommended by manufacturer.

4.8.2 Documented Periodic Inspection

A documented periodic inspection is performed by a competent person.

- When a lift service at the shop.
- After any incident involving the lift.

See Figure 3.

4.8.3 Yearly Inspection

Insulating booms of aerial devices used for work on energized high-voltage conductors and equipment have a dielectric test performed every 12 months.

4.9 Maintenance

A preventive maintenance program is established ensuring manufacturer maintenance requirements are met. Maintenance personnel assist with periodic inspections.

Only qualified personnel perform repairs on lifts.

Any problems or malfunctions affecting safe operations are repaired and functionally tested before use.

Properly support booms, extended scissor sections, etc., during maintenance operations on the hydraulic systems. Follow lockout procedures. See section “M” of SSSP.

All repairs are documented.

5.0 Operator Qualification and Training

The aerial and scissor lift qualification for lift operators includes training in accordance to manufactures requirements.

5.1 Training

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Lift operators are trained by a designated Competent Person. Manufacturer representatives are recognized as being competent on their equipment and are considered Competent Persons to satisfy the requirements of this work instruction. Most lift users are trained by Union Training Reps but must as have refresher training on the lift used at the site.

As a part of the training, prospective operators must review the operations manual, the ADAMAS Safety Program, and the site-specific safety requirement for each lift they need to qualify for.

Additional training may be required if the operator:

- is assigned to a different type or model lift,
- has not been operating safely, or
- is involved in a lift-related accident and/or incident.

Operator Skills Demonstration:

The skills portion of this procedure is designed to verify the prospective operator possesses the actual skills required to operate each type of aerial or scissor lift.

The exercise is performed with the exact type of equipment the prospective operator may be authorized to operate.

A designated Competent Person administers the practical skills portion of this procedure in a safe environment and under controlled conditions.

Skills demonstration includes inspecting the lift, starting /stopping, raising/lowering, where applicable rotating /extending/retracting the boom, and moving the lift from one location to another.

Training Documentation:

Copies of training are forwarded to ADAMAS Safety Dept. in the main office.

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***SCISSOR LIFT OPERATORS
DAILY INSPECTION LOG***

SCISSOR LIFT OPERATORS DAILY CHECKLIST

(COMPLETE BEFORE THE START OF EACH SHIFT)

SCISSOR LIFT Make: _____ Model: _____

Location: _____

CHECK JOBSITE HAZARDS AND TERRAIN

(Check any defective item with an x and give details)

WALK AROUND

__ STRUCTURE, (cleanliness, physical condition) _____

__ TIRES, (proper inflation, lug nuts, cuts, gouges, pressure) _____

__ BATTERY (fluid level, condition, state of charge) _____

__ HYDRAULIC SYSTEM, (level, visible leaks) _____

__ ELECTRICAL WIRING _____

__ FLUIDS, (fuel, hydraulic, coolant, and oil) _____

__ INSTRUCTION / WARNING PLACARDS, (in place and legible) _____

FROM THE GROUND CONTROL STATION

__ TEST EMERGENCY STOP BUTTON _____

__ RAISE AND LOWER PLATFORM _____

(lower with auxiliary power) _____

(lower with manual bleed valves) _____

FROM THE PLATFORM CONTROL STATION

__ SECURE ENTRY CHAIN OR GATE, CHECK GUARD RAILS _____

__ TEST EMERGENCY STOP AND HORN _____

__ TEST FUNCTION ENABLE SWITCH _____

__ TEST UP/DOWN FUNCTION (lower with auxiliary power) _____

__ TEST STEERING, DRIVE, AND BRAKING _____

__ TEST TILT SENSOR OPERATION _____

__ TEST LIMIT DRIVE SPEED _____

__ TEST POTHOLE GUARDS _____

__ EXTEND AND LEVEL OUTRIGGERS, (if applicable) _____

Details of problem marked above: _____

SCISSOR LIFT INSPECTION

Month _____ Year _____

Day	Operator	Day	Operator
1	_____	16	_____
2	_____	17	_____
3	_____	18	_____
4	_____	19	_____
5	_____	20	_____
6	_____	21	_____
7	_____	22	_____
8	_____	23	_____
9	_____	24	_____
10	_____	25	_____
11	_____	26	_____
12	_____	27	_____
13	_____	28	_____
14	_____	29	_____
15	_____	30	_____
		31	_____

Any additional comments concerning the operation of the scissor lift:

Note: Defects found must be repaired prior to use. If equipment fails inspection notify your supervisor immediately. Store this inspection form in the equipment until end of month, and then file in project office. If equipment fails, fill out appropriate repair forms.

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***AERIAL LIFT OPERATORS
DAILY INSPECTION LOG***

AERIAL LIFT OPERATORS DAILY CHECKLIST

(COMPLETE BEFORE THE START OF EACH SHIFT)

AERIAL LIFT Make: _____ Model: _____

Location: _____

CHECK JOBSITE HAZARDS AND TERRAIN

(Check any defective item with an x and give details)

WALK AROUND

___ STRUCTURE, (cleanliness, physical condition, welds, bolts, platform) _____

___ TIRES, (proper inflation, lug nuts, cuts, gouges, pressure) _____

___ BATTERY (fluid level, condition, state of charge) _____

___ HYDRAULIC SYSTEM, (level, visible leaks) _____

___ ELECTRICAL WIRING _____

___ FLUIDS, (fuel, hydraulic, coolant, and oil) _____

___ INSTRUCTION / WARNING PLACARDS, (in place and legible) _____

FROM THE GROUND CONTROL STATION

___ TEST EMERGENCY STOP BUTTON _____

___ TEST EXTENDABLE AXLES _____

___ TEST MACHINE FUNCTION _____

___ TEST AUXILIARY CONTROLS _____

___ TEST TILT SENSOR AND OPERATING ENVELOPE DISPLAY _____

FROM THE PLATFORM CONTROL STATION

___ SECURE ENTRY,CONNECT HARNESS, CHECK GUARD RAILS _____

___ TEST EMERGENCY STOP AND HORN _____

___ TEST HYDRAULIC OIL RETURN INDICATOR _____

___ TEST TILT SENSOR ALARM _____

___ TEST FOOT SWITCH AND ALL MACHINE FUNCTIONS _____

___ TEST STEERING _____

___ TEST DRIVE AND BRAKING _____

___ TEST DRIVE ENABLER SYSTEM _____

___ TEST LIMIT DRIVE SPEED _____

___ TEST AUXILIARY CONTROLS _____

Details of problem marked above: _____

ADAMAS Constructors Aerial Lift Daily

AERIAL LIFT INSPECTION

Month _____ Year _____

Day	Operator	Day	Operator
1	_____	16	_____
2	_____	17	_____
3	_____	18	_____
4	_____	19	_____
5	_____	20	_____
6	_____	21	_____
7	_____	22	_____
8	_____	23	_____
9	_____	24	_____
10	_____	25	_____
11	_____	26	_____
12	_____	27	_____
13	_____	28	_____
14	_____	29	_____
15	_____	30	_____
		31	_____

Any additional comments concerning the operation of the aerial lift:

Note: Defects found must be repaired prior to use. If equipment fails inspection notify your supervisor immediately. Store this inspection form in the equipment until end of month, and then file in project office. If equipment fails, fill out appropriate repair forms.

Personal Protective Equipment Plan

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Personal Protective Equipment Plan

1.0 Introduction

The following plan outlines ADAMAS Construction & Development, PLLC. (ADAMAS) policy of Personal Protective Equipment (PPE) other than respiratory. Respiratory Protection Policy is covered in Section 16.

2.0 General Requirements

2.1 Application

Personal protective equipment for the eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, are provided, used and maintained in a sanitary and reliable condition wherever their use is necessary. Potential exposure to flying debris, chemical or toxic gasses or fumes, falling objects, and heavy machinery will require use of this PPE plan.

2.2 Employee-owned Equipment

When employees provide their own protective equipment, ADAMAS is responsible for assuring its adequacy, including proper maintenance, repair, and sanitation of such equipment. If employee-provided equipment is not up to par, ADAMAS can provide proper approved equipment.

2.3 Design

All personal protective equipment is of safe design and constructed for the work to be performed. Where appropriate all PPE will be NIOSH, ANSI, or MSHA approved.

2.4 Selection

Selection of PPE is based on a thorough hazard evaluation at each work-site, work project duration, and a consideration for the following requirements:

- Maintenance
- Durability

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- Flexibility
- Temperature-resistance stress
- Service life
- Design
- Size
- Potential for temperature
- Cost

3.0 Eye and Face Protection (1910.133)

3.1 General

Protective eye and face equipment is required when a reasonable probability of injury can be prevented by such equipment. In such cases ADAMAS will make conveniently available a type of eye and face protection suitable for the work to be performed. No unprotected person will knowingly be subjected to a hazardous environmental condition.

3.1.1 Eye and Face Protectors Must Meet Minimum Requirements:

Protectors should:

- Be in accordance with ANSI Z87.1
- Provide adequate protection against the particular hazards for which they're being used.
- Be reasonably comfortable when worn under the designated conditions.
- Fit snugly and not unduly interfere with the movements of the wearer.

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- Be capable of being disinfected.
- Be easy to clean, kept clean, and in good repair.

3.1.2 Corrective Lenses

- Persons who must use corrective lenses, wear eye glasses, and who're required by this standard to wear eye protection, will wear goggles or eye glasses of one of the following types:
 - Eye glasses with protective lenses that provide optical correction.
 - Goggles that can be worn over corrective eye glasses without disturbing the adjustment of the eye glasses.
 - Goggles that incorporate corrective lenses mounted behind the protective lenses.
- When limitations or precautions are indicated by the manufacturer, those limitations are shown to the user and care is taken to see that such limitations and precautions are strictly observed.
- Design, construction, testing, and use of devices for eye and face protection are in accordance with American National Standard for Occupational and Educational Eye and Face Protection, Z87.1-1968.
- Typically, ADAMAS will not pay for prescription lenses that can be worn off the jobsite.
- ADAMAS provides prescription safety glasses for Foreman, Superintendents, Project Managers, and Project Engineers.

Personal Protective Equipment Plan

3.1.3 The Chief Causes of On-the-job Eye Injuries are as Follows:

- Flying objects (especially those set in motion by hand tools).
- Corrosive substances.
- Hazardous material splashes.
- Poisonous gas or fumes.
- Debris from the use of equipment (Grinders, table saws, chop saws, drills, etc.).

3.1.4 ADAMAS has Available Eye Protective Equipment:

- Cover goggles.
- Protective safety glasses.
- Protective spectacles with side shields.
- Face shield.

4.0 Occupational Head Protection (1910.135)

Helmets or hard hats for the protection of heads of workers from impact and penetration from falling and flying objects and from limited electric shock and burns will meet the requirements and specifications established in American National Standard Safety Requirements for Industrial Head Protection, ANSI Z89.

Hard hats are mandatory at all times on the jobsite unless work plan or JSA is written has superintendent approval. The following applies to use and care of the hard hat:

- Hard hats must not be stored in direct sunlight as the sunlight may affect their protective quality.

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- Employees will not keep anything under their hard hat that might interfere with the suspension.
- Adjust suspension to achieve a snug fit by loosening or tightening the head band.
- A loose suspension can allow contact with head in the instance of impact and may cause skull fracture or concussion.
- A suspension that's too rigid can transmit the shock of impact and fracture the neck.
- Hard hat and suspension should be cleaned and inspected for damage at regular 30-day intervals.
- Broken or punctured hard hat shells must be replaced.
- Don't write on plastic shells with Magic Markers. Markers destroy the integrity of the material.
- Don't spray bug repellent on the plastic shells. Repellent destroys the integrity of the material.

*** Superintendent has the authority to relax hardhat requirements in the final stages of the site work when no head hazard exists.**

5.0 Occupational Foot Protection

All employees must wear substantial boots on the jobsite. For protection they're the best. Any foot wear must meet the requirements specified in the Site Specific Plan.

5.1 Workplace Footwear Policy

ADAMAS requires employees wear appropriate workplace footwear:

- Tennis, jogging or running shoes, and sandals are NOT ALLOWED on our jobsites.

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- Employees reporting for work must have proper work boots on, or they'll not be permitted on the job site.

6.0 Hand Protection (1910.138)

Hand protection is an integral part of PPE. Workers must be provided, or provide for themselves, appropriate hand protection. Sometimes this is a complex problem. For example, a painter's hands may be exposed to a variety of hazards (i.e. temperature extremes, abrasive materials, paints and solvents) that may cause inflammation of the skin or dermatitis. The Safety Data Sheets for most paints recommend the use of impermeable solvent-resistant gloves.

Gloves are the primary type of hand protection. They may be made of leather, rubber, cotton or a variety of plastics or synthetics. There's no all-purpose glove. For this reason, you must select your gloves on the basis of the hazards involved in the work. Consider the following:

- For abrasive blasting, wear heavy duty canvas or leather gloves.
- For water blasting, wear gloves that protect against chemicals and wetness.
- For painting (spraying, brushing, or rolling) wear rubber gloves or use a skin barrier cream or lotion to protect and control drying of the skin.
- Always wash hands after using solvents or materials that may pose health risks.
- Never wear gloves around machinery because the moving parts can snag the gloves and pull hands into the machinery.
- Heavy and light duty leather gloves are the most common glove on our sites and should be inspected regularly for rips, tears, etc.
- Hands must be cared for to prevent infection and other serious problems. A teaspoon of white distilled vinegar rubbed on hands will restore the skin's PH balance and promote healing in

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dried and cracked hands. There're a variety of lotions and barrier crèmes available to help prevent serious problems.

7.0 Hearing Protection

When employees are subjected to sound levels exceeding those listed in the following table feasible administrative or engineering controls are utilized. If such controls fail to reduce sound levels within the levels of the table, personal protective equipment will be provided.

Duration per day/hours	Sound Level dBA
8	90
6	92
4	95
3	97
2	100
1-1/2	102
1	105
1/2	110
1/4 or less	115

Power Tools, Hand Tools, and Machine Guarding

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Power Tools, Hand Tools, and Machine Guarding

1.0 Introduction

The following are basic rules for inspection and use of power and hand tools including machine guards.

2.0 Portable Power Tools

The safety hazards posed by portable power tools are, in some ways, more serious than those associated with stationary machines.

Following is a list of safety hazards posed by power tools:

- Portable power tools are difficult to guard completely.
- Because of their mobility there's the added hazard of coming in contact with the operator's body.
- Because the tool may have been dropped or mishandled there's the possibility of breakage or damage not readily apparent.
- The source of power (electrical, hydraulic, etc.) comes in close contact with the operator.

Following is a list of some power tools and their associated hazards:

- Electrical tools: electric shock hazard.
- Pneumatic tools: noise, flying chips.
- Gasoline-powered tools: fuel hazards.
- Hydraulic tools: leaks and pressure hazards.

The following are the most common injuries resulting from improper use and handling of power tools:

- Burns

Power Tools, Hand Tools, and Machine Guarding

- Cuts
- Electrical shock
- Particles in the eye.
- Falls (tripping over cords and hoses)

Basic safety rules for power tools include:

- Know your tools. Read the owner/operator's manual carefully.
- Ground all tools unless double-insulated.
- Keep guards in place and in working order.
- Keep the work area clean.
- Avoid dangerous environments (especially dark or wet locations).
- Use the right tool for the job; never use an undersized tool.
- Never leave a tool in an overhead place where it might fall.
- Suspend cords and hoses over aisles where they won't pose tripping hazards. If laid across the floor, protect them with wooden strips or special raceways.
 - Don't hang cords or hoses over nails, bolts, or sharp edges.
 - Keep cords away from oil, chemicals, and hot surfaces.
- Use the proper protective equipment (goggles, earplugs, respirators, rubber gloves, safety shoes, etc.).
- Don't over-reach. Keep proper footing and balance.

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- Remove adjusting keys and wrenches before turning the tool on.
- Avoid accidental starting. Don't carry plugged-in tools with a finger on the switch.
- Use clamps or a vice, not your hands, to secure work.
- **Never, under any circumstance**, perform makeshift repairs to electrical power tools. Send the tool to an authorized repair person.
- Secure air or hydraulic lines so they cannot disconnect under pressure and whip around.
- Never lift power tools by the cord.

3.0 Hand Tools

Each year hand tools are responsible for about 7—8 percent of all compensable injuries. These injuries often involve severe disabilities. For example:

- Loss of eyes/vision: using striking tools without eye protection.
- Puncture wounds: using a screwdriver with a loose handle which causes the handle to slip.
- Severed fingers, tendons, and arteries: using a dull knife requires too much force which may cause your hand to slip down the blade.
- Broken bones: using the wrong hammer for the job, smashing a finger.
- Contusions: using a small wrench for a big job, bruising a knuckle.

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- Infections: ignoring a cut in the skin made by a dirty chisel.

Perhaps the major reason for such accidents is most people take hand tools for granted. They use them at home and are not accustomed to following regular inspection and maintenance procedures. The four basic rules for hand tool safety are:

- 1) Select the right tool for the job (don't use a screwdriver as a pry bar).
- 2) Keep tools in good condition.
- 3) Learn and follow the proper technique for using tools.
- 4) Keep tools in a safe place.

It's the employee's responsibility to use the right tool for the job, to use it correctly, to check its condition before using, and to return it to its right spot. It's the supervisor's responsibility to periodically inspect the tools, housekeeping, and tool maintenance.

Following are examples of safe procedures for carrying tools:

- Tools are properly secured while climbing.
- Chisels, screwdrivers, and pointed tools should never be stuck into pockets.
- When handing tools from one employee to another always offer the handle of the tool.

4.0 Machine Guards

Any part of a moving machine presents a possible hazard. Guarding can eliminate or control this danger. The most dangerous machine motions are:

- Rotating

Power Tools, Hand Tools, and Machine Guarding

- Reciprocating and transverse motions.
- In-running nip points.
- Cutting actions.
- Punching, shearing, and bending.

No guard, barrier, or enclosure should be adjusted or removed by anyone for any reason unless that person has specific permission and is adequately trained to do that job. Before safeguards or other guarding devices are removed in preparation for repair, adjustments, or service to equipment, the power for the equipment is turned off and main switch locked out and tagged.

No machine is started unless the guards are in place and in good condition. Defective or missing guards are reported to the supervisor immediately. In addition, employees may not work on or around mechanical equipment while wearing neckties, loose-fitting clothing, untied hair, watches, rings, or other jewelry.

5.0 Knives and Sharp Objects

Cuts are one of the most common workplace injuries. Employees may use knives and sharp tools for everything from cutting string to opening boxes. Cuts can be serious. Prevention is the key. Things to consider when using sharp objects include:

- Be sure it's sharp.
- Use only for its intended purpose (not as pry bars or screwdrivers).
- Don't cut toward your fingers, leg, or body.
- Don't hurry or joke around with sharp objects.

Power Tools, Hand Tools, and Machine Guarding

6.0 Safe Grinding

- Wear proper protection. Inspect. Always wear approved eye, face and hand protection when working with or near grinders. Visually inspect the grinding wheel for damage before use and before mounting. Chipped or cracked wheels must be discarded.
- Stand aside and test-run: Don't stand directly in line with a newly-mounted wheel when starting up. Before grinding, test-run a newly mounted wheel at full speed.
- Check flanges: Check mounting flanges for correct diameter (straight wheels at least one-third diameter of wheel) and for warping. Do not use bent or dirty flanges.
- Inspect parts: All spindles, adapters, flanges and other parts are inspected weekly and maintained in good condition.
- Lubricate: Proper lubrication of motors and bearings is essential.
- Wheel care: Avoid dropping or bumping the wheel. Don't allow anything to strike a wheel that's not in use. Handle and store wheels carefully. Use suitable tacks or bins according to manufacturer's specifications.
- Use tool rests: A tool rest is used on all grinding wheels and kept at a distance of not more than $\frac{1}{4}$ inch from the wheel.
- Replacing grinding wheels and discs: Follow manufactures requirements for replacing wheels and discs. Always check the size and rpm ratings when replacing wheels or discs. The rated speed of the accessory must be at least equal to the maximum speed marked on the power tool. Accessories running faster than their RATED SPEED can break and fly apart.
- Never grind near flammable or combustible materials or products.

ADAMAS Construction & Development, PLLC.

Site-Specific Safety Plan

Power Tools, Hand Tools, and Machine Guarding

Electrical Safety

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Electrical Safety

1.0 Introduction

Electrical accidents are generally caused by unsafe conditions, unsafe acts, or combinations of the two. Some unsafe electric equipment and installations are identified by the presence of faulty insulation, improper grounding, loose connections, defective parts, ground faults in equipment, or energized parts left unguarded.

This Safety Program provides guidelines for working safely around electrical hazards. It includes provisions for training, lockout/tagout requirements, and discussions of why safety related work practices are required. Guidelines are also presented for specific types of work practices and the required precautionary practices when using portable electric equipment and while being in hazardous locations. Additionally, it presents examples of labels, signs, and marking requirements.

This section provides definitions, establishes general provisions, gives references, and identifies specific responsibilities as required by federal and state regulations. **Note:** By contract the electrical subcontractor is responsible for most electrical applications and work.

2.0 References

This Safety Program is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910.301-335) and Occupational Safety and Health Standards for Construction Industry (29CFR 1926.400-417)

3.0 Definitions

Classified Location: Classified location means an area where properties of flammable vapors, liquids or gases, or combustible dusts or fibers may be present and the likelihood a flammable or combustible concentration or quantity is present.

Employee: All personnel employed by ADAMAS Construction & Development, PLLC. (ADAMAS) regardless of classification.

Electrical Hazards: Any risk of electrical shock not reduced to a safe level by the electrical installation.

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Exposed: Exposed means part of any electrical circuit capable of being inadvertently touched or having an approach distance unsafe for an individual.

Ground: A conducting connection, whether intentional or accidental, between an electrical circuit or equipment and the earth or to some conducting body serving in place of the earth.

Ground-Fault-Circuit Interrupter (GFCI): A device that functions to interrupt the electric circuit to the load when a fault current to ground exceeds some predetermined value less than required to operate the over current protective device (fuse or circuit breaker) of the supply circuit.

Qualified Person: Persons permitted to work on or near exposed energized parts trained in electrical safe work practices.

Safety Related Work Practices: Skills and techniques used to safely perform work activities near or on electrical equipment.

Wet Location: Installations underground or in concrete slabs or masonry in direct contact with the earth, and locations subject to saturation with water or other liquids, such as vehicle washing areas, vehicle service areas, and locations unprotected and exposed to weather.

Workers: Non-supervisory personnel within the department.

4.0 General Provisions

This section details the provisions of this Safety Program with each provision discussed in a separate subsection. The provisions adopted by ADAMAS are:

- Training.
- Lockout/Tagout requirements.
- Safety related work practices.
- Portable electric equipment.
- Hazardous locations.

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- Protective equipment.
- Labels, signs, and markings.

4.1 Training

It's the responsibility of each exposed employee's immediate supervisor to ensure employee receives training necessary to safely perform his/her duties. This training is given via classroom and on-the-job instruction and is documented.

Exposed employees are trained in and made familiar with the safety related work practices required by 29 CFR Part 1910 Sections 331 through 335, and safety related work practices contained within the National Electric Code as they pertain to their respective job assignments. Additional training requirements for Qualified Persons are also mandated.

Employees are trained in specific hazards associated with their potential exposure. This training includes isolation of energy, hazard identification, premises wiring, connections to supply, generation, transmission, distribution installations, clearance distances, and emergency procedures.

Qualified Persons are, at a minimum, trained in and familiar with:

- The skills and techniques necessary to distinguish exposed live (energized) parts from other parts of electric equipment.
- The skills and techniques necessary to determine the nominal voltage of exposed live (energized) parts.
- The clearance distances and the corresponding voltage to which the qualified person is exposed.

4.2 Lockout/Tagout Requirements

All electrical energy sources are locked out or tagged out or both when any employee is exposed to direct or indirect contact with parts of fixed electrical equipment or circuits.

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4.3 Safety Related Work Practices

Safety related work practices are used to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts. Safety related work practices are consistent with the nature and extent of the associated electrical hazards.

Specific types of work practices covered by this Safety Program include:

- Working with de-energized parts.
- Working with energized parts.
- Vehicular and mechanical equipment near overhead lines and underground lines.
- Illumination.
- Conductive materials and equipment.
- Portable ladders.
- Housekeeping

Jobsite inspection documents provide electrical inspection checklist to assess electrical hazards at the jobsite.

4.4 Portable Electrical Equipment

All portable electric equipment is handled in a manner to not damage or reduce service life. Flexible cords connected to equipment are not used for raising or lowering equipment and are not used if damage to the outer insulation is present. Additionally, visual inspections are required. To ensure the safety of employees, unauthorized alterations of the grounding protection are not allowed.

Prior to each shift a visual inspection is performed for external defects and for possible internal damage.

Attachment plugs and receptacles are not connected or altered which would prevent proper continuity of the equipment grounding conductor. In addition, these devices are not altered to al-

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low the grounding pole of a plug to be inserted into slots intended for connection to the current-carrying conductors.

4.5 Hazardous Locations

Portable electric equipment and flexible cords used in highly conductive work locations or in job locations where employees are likely to contact water or conductive liquids are approved by the manufacturer for those locations. Employees should be aware of hazardous locations including wet locations and locations with combustible or flammable atmospheres.

For wet locations dry your hands before plugging and unplugging energized equipment. Energized plug and receptacle connections are handled only with protective equipment if the conditions could provide a conductive path to the employee's hand (if, for example, a cord connector is wet from being immersed in water). In addition, GFCI protection is required for some equipment/locations (including all jobsite work not powered by permanent building receptacles) and is also recommended for use in all wet or highly conductive locations.

For combustible/flammable atmospheres all electric equipment and wiring systems in classified locations must meet the National Electric Code requirements for that particular classification.

4.6 Protective Equipment

Employees working in areas with potential electrical hazards are provided with and use protective equipment appropriate for the work being performed. Examples of PPE that might be needed for protection against electric shock include but are not limited to:

- Non-conductive hard-hats, glove, and foot protection or insulating mats.
- Specialized eye and face protection whenever there's danger from electric arcs or flashes, in addition to normal required eye protection.
- Insulated tools or handling equipment.

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- Protective shields and barriers to protect against electrical shock and burn.

Additionally, other ways of protecting employees from the hazards of electrical shock are implemented including insulation and guarding of live parts. Insulation provides an electrical barrier to the flow of current. The insulation must be appropriate for the voltage and the insulating material must be undamaged, clean, and dry. Guarding prevents the employee from coming too close to energized parts. It can be in the form of a physical barricade or it can be provided by installing the live parts out of reach of the work area.

4.7 Labels, Signs, Markings, and Barricades

Labels, signs, markings, barricades, safety signs, safety symbols, or accident prevention tags are used where necessary to warn and protect employees from contact with electrical hazards.

Electrical equipment is not used unless the manufacturer's name, trademark, or other descriptive marking is placed on the equipment.

Other markings are provided giving voltage, current, or wattage. The markings are of sufficient durability to withstand the environment involved.

Covers for boxes are permanently marked HIGH VOLTAGE. The markings are on the outside of the box cover and are easily visible and legible.

Welding and Cutting Operations

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Welding and Cutting Operations

1.0 Introduction

Welding and cutting tools are helpful to the construction industry. With the growing use of steel in construction having welding skills is needed and a plus. However, the tools needed to weld can be dangerous. This section is designed to help minimize the danger of welding on site both to the operator and fellow employees.

2.0 General Precautions

2.1 Welding Area Precautions

The welding area is thoroughly screened off from the rest of the worksite and “DANGER WELDING” signs are posted conspicuously on all sides. The screened areas are considered an “EYE HAZARD AREA” and are so posted. As with the rest of the worksite anyone entering or working within it wears eye protection. Welders working within this area use extreme caution and screen their work whenever possible to prevent flash burns to co-workers.

3.0 Welding and Burning Operations

3.1 Scope of this Section

This section applies to all personnel performing work involving the use or handling of oxygen, acetylene, hydrogen, or other compressed fuel gases or electric arc-welding equipment. This specifically includes all persons performing the following operations:

- Oxygen-acetylene welding, brazing or soldering.
- Oxygen-acetylene cutting or other flame cutting.
- Electric arc-welding or arc-cutting.
- Stud welding.
- All heating operations using flame produced by an oxygen-acetylene hydrogen torch, and other compressed fuel gases. This includes the use of “Flamo,” “Rock Gas,” and other similar casing head gas or high-test gas stored in

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tanks or cylinders and used for heating, cutting, or welding purposes.

3.2 Definitions

The words “operator,” “welder,” “cutter,” etc., used in this section refer to the person actually operating, handling, connecting, disconnecting, or using the equipment under the scope of this section.

The word “supervisor” or “supervision” used in this section refers to the person or persons in charge of the welding operation and the welding operator.

The “work area” is defined to include the location where the work is being performed, and all spaces below, above, or adjacent to, where there’s any possibility of causing a fire or an explosion.

3.3 Responsibility and Authority

The first responsibility for safety rests on the operator.

The operator of any welding, cutting, heating torch, machine, equipment, is held responsible for violations of the mandatory provisions of the OSHA regulations. Operators are held responsible for willful and deliberate misuse of equipment or proven carelessness or inattention, either of which results in the creation of a hazard.

The operator or the operator’s supervisor makes the required inspection of the work area ensuring all spaces where the work is performed, or spaces below, above, or adjacent to, are free from possible causes of fire or explosion. The welder or cutter has the right to refuse to proceed under what he believes are unsafe conditions. However, the welder must refer this to the supervisor’s attention to take the necessary steps to investigate the conditions calling in the Health and Safety Coordinator and/or the fire marshal for a final decision, if necessary.

Other employees or their supervisors will not do anything to change conditions creating a hazard while any hot work is performed.

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The Health and Safety Coordinator or the superintendent is responsible for the general enforcement of safety orders and the observances of safe practice. It's the supervisor's responsibility to ensure the employees know what constitutes safe work practices and that safe work practices are consistently followed.

No person is allowed to operate any equipment until properly trained and qualified in the operation of the equipment and demonstrates a thorough working knowledge of the safety rules.

The Health and Safety Coordinator is called upon to make tests in all closed compartments, voids, and other confined spaces. The Coordinator must issue an "all clear" or "gas free" certificate before anyone is allowed to enter.

3.4 Explosion Hazards from Compressed Gases

3.4.1 Explosions

Explosions occur from the following conditions:

- Excess pressure.
- Unstable chemical compound.
- Rapid combustion (burning) in a closed space.

3.4.2 Excess Pressure

Operators of welding, cutting, or heating equipment using compressed fuel gases do not exceed the specified safe operating pressures.

When a gas is heated in a confined space its pressure is increased. Watch and avoid the following hazards:

- The increase of pressure in a tank. For example, oxygen tank when heated by the sun, hot piping, or machinery.
- The increase in pressure inside a closed section of piping on a hollow casting to weld.

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To avoid these dangers:

- Keep gas cylinders from becoming overheated.
- Any hollow article is vented before heat is applied.

When liquid is vaporized (i.e. water to steam), the increase in pressure is much greater than pressure formed from heating gases. This danger greatly increases in confined spaces.

Venting can be accomplished by drilling a hole of sufficient size to allow the escape of steam or heated air.

CAUTION: Do not close vent until the object has cooled to normal temperatures. Condensing steam or cooling air may create a partial vacuum, which will cause a thin-walled object to collapse from external atmospheric pressure.

3.4.3 Unstable Chemical Compounds

Many high explosives are of the type of unstable chemical compounds which can flash into an explosion from a jar or sudden jolt. Acetylene gas becomes an unstable compound at slightly above 15 pounds pressure per square inch (psi).

3.4.4 Rapid Combustion

Combustion is burning. Anything that can burn may explode (rapidly burn), if conditions are right.

Oxygen, such as used for welding or cutting, causes a much hotter and fiercer flame than air. Many things, such as oily rags, tend to burn in air, but explode in oxygen. Oxygen and oil make an especially dangerous combination.

Most flammable gases and the vapors of flammable liquids become explosive when mixed with air or pure oxygen. Hydrogen, acetylene, methane, and gasoline vapors are highly flammable.

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4.0 Apparatus and Equipment

4.1 Apparatus and Equipment

Only approved apparatus, such as torches, cylinders, regulators, hoses, etc. tested and found safe are used. Equipment is used only for the gas for which it was intended. Defective or damaged apparatus is turned in immediately for replacement or repair.

4.2 Cylinders

A gas cylinder can be a source of great danger if not treated properly. All persons concerned with the use, storage, or handling of gas cylinders are thoroughly familiar with the provisions of "Safety Precautions" in this regard.

4.3 Hose

For light work, the 3/16 inch or 1/4 inch diameter hose can be used. For pressure above 15 psi, the 1/4 inch or 5/16 inch diameter hose is used.

Single hose lines can be tied or taped together for convenience in handling but not more than four inches (4") in eight inches (8") may be covered.

Hose connections are made through substantial fittings securely attached and leak proof under standard tests. "Dry splices" and "hay wire" connections are not allowed.

4.4 Regulators

Approved regulators designed and designated for the gas being used are always used between hose line and gas cylinders or piping supply systems.

Oil is never allowed to come into contact with an oxygen regulator not even for testing, assembly, or preservation.

4.5 Manifold Cylinders

- When acetylene cylinders are coupled, approved flash arrestors are installed between each cylinder and the manifold. For outdoor use only and where the number of

Welding and Cutting Operations

cylinders coupled does not exceed three, one flash arrestor installed between manifold and regular is acceptable.

- Each fuel gas cylinder lead is provided with a check valve to prevent gas flowing back into the cylinder.
- Acetylene is not distributed in hoses or pipelines at a pressure above 15 psi.
- Unalloyed copper, or copper alloys containing more than sixty-seven percent (67%) copper, are not used in piping or fittings for handling acetylene (except blowpipe or torch tips). Acetylene reacts with pure or slightly alloyed copper to form acetylide which is violently explosive.
- Iron or steel pipe, tubing, or fittings are used for high-pressure oxygen. Annealed brass or copper are used for high-pressure oxygen.
- Special care is taken at all times to ensure no scale, dirt, oil, grease, or any combustible material of any kind is in an oxygen manifold when put into service.
- Flash-arrestors of the water seal type are inspected for correct water level at least once a week when in service and when being put into service after being out of use.
- In manifolding acetylene cylinders, care is taken to connect cylinders containing approximately equal pressure.
- Brass tubing subjected to repeated bending may become hard and brittle. Cylinder leads are annealed or renewed when evidence of “work-hardening” of the tubing from repeated bending is noted.
- No manifold, pipe, or tubing distributing system for oxygen or fuel gas is constructed or operated unless its design and method of operation is approved by the Health and Safety Coordinator.

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- When the rate of consumption of acetylene is such that a full cylinder is emptied in seven (7) hours or less of use the cylinders must be manifolded.

5.0 Operating Procedures (Gas Welding and Cutting)

The following operating procedure is carried out by all personnel using gas welding, cutting, silver brazing, and heating equipment.

5.1 Setting Cylinders

Ensure cylinders are set in the safest available location and secured against falling or being knocked over.

5.2 Connecting Apparatus and Lighting Torch

1. Remove valve protection caps.
2. Face oxygen valve away from acetylene valve.
3. Inspect oxygen cylinder valve and regulator closely to ensure no oil or grease is present.
4. Face cylinder valve away from personnel and “blow out” cylinder valves by quickly opening and closing part of a turn. This is done in a well-ventilated location preferably out-of-doors.
5. Inspect cylinder valve openings to ensure no dirt or foreign matter is present.
6. Inspect regular connections to ensure they’re clean.
7. Attach regulators.
8. Attach hose.
9. “Purge” hose to open air only (not in confined spaces) by allowing acetylene to pass through acetylene hose and oxygen through oxygen hose for a few seconds until the hose is filled with only the gas for which it’s intended.
10. Torch can be attached and tested at this point or it can be moved to worksite and attached later.

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11. Ensure regular screws are backed out until loose and that no one is standing in front of the pressure gauges before opening cylinder valves.
12. Open acetylene cylinder valve slowly 1/4 to 1/2 turn. Leave valve wrench in place so acetylene can be shut off quickly in an emergency.
13. Open oxygen valve slowly at first. Never attempt to tighten a leaking regular nut to cylinders while cylinder valve is open. Never force threaded connections on any gas welding or cutting equipment and use only approved wrenches in making connections.
14. Turn on acetylene and light it first. Use care not to allow unburned acetylene to escape into a room or compartment.
15. Use a spark lighter to light the torch. Do not use a match held in the hand.
16. Turn on oxygen and adjust flame.

5.3 Turning Off Equipment

When welding or cutting will not be resumed for a considerable amount of time or when the operator leaves the scene for any length of time the equipment is turned off as follows:

1. Extinguish torch closing acetylene valve first and then closing oxygen.
2. Close both oxygen and acetylene cylinder valves (leaving regulators open).
3. Open acetylene valve on torch and allow gas in hose to escape to open air or in a well-ventilated area only.
4. Open oxygen valve on torch and allow gas in hose to escape. Close valve.

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5. Close both regulators. Oxygen and acetylene regulators are closed when adjusting screws are backed out until loose.

5.4 Re-Lighting Procedures

To re-light after being secured as in section 5.3:

1. Check torch valves to be sure they're closed firmly.
2. Repeat steps 11, 12, and 13 in section 5.2.
3. Open cylinder valves slowly.
4. Open regulators slightly.
5. "Purge" the acetylene line. Open into air or well-ventilated area for 5 to 15 seconds.
6. "Purge" oxygen line the same way and close.
7. Light as directed in steps 14 and 15 in section 5.2.

5.5 Storing Gear

Gas welding and cutting equipment is stored as follows at the end of the shift or on completion of work in the vicinity:

1. Repeat steps 1 to 3 of section 5.3.
2. Shut-off tank release regulator screws and coil hose.
3. Disconnect torch and regulators and lock them in a toolbox.
4. Replace valve protection caps on cylinders.
5. Check cylinders to ensure they're properly secured against being knocked over.

5.6 General Precautions

- An explosive mixture of acetylene and oxygen can accumulate quickly in a closed space. Do not allow such

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a mixture to accumulate. Particularly, do not be slow to light the torch especially a large one for heavy work.

- Take care not to burn yourself or others with the torch flame. Look and think before you move the torch to point away from the work.
- If there's any chance of the hose becoming cut, broken, or your torch being damaged while you're away, coil the hose back up to the cylinders. Do not hang the hose or torch on regulators. Regulator connections are not made to carry weights.
- If there's danger of your outfit being tampered with while you're away, take the torch off and lock it in your toolbox.
- Testing for leaks is made with soapy water. Use grease-free soap. Never employ flames to detect leaks.
- Always use care in lowering a torch through small openings, etc. so the valves do not become opened and fill the space with an explosive mixture of gases.
- Take care to secure hoses up off the ground and out of the way where people will not trip. Use special care to avoid danger of the hose being cut or pinched by doors, traffic in area, etc. or pulled in two by the handling of construction materials at the jobsite.
- The practice of kinking the hose to shut off the pressure when changing torches, etc., is strictly forbidden. The hose may be kinked to stop the flow of gas in an emergency.
- The operator will not make attempts to light the torch from hot metal.
- Never attempt to light the torch with both acetylene and oxygen turned on.
- No operator of any welding, cutting, or heating equipment using oxygen-acetylene gas repairs defective equipment.

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It's returned to the superintendent who takes it in for checks and repairs.

6.0 Operating Procedures for Arc-welding

6.1 Connecting Equipment

- A qualified electrician connects the power supply of welding machines. The electrician also grounds the frame (equipment ground) of all welding machines. He connects the ground (welding return lead) of multiple units.
- Leads are kept off the ground or out of the way to preventing tripping hazards. They're kept from coming in contact with any flammable materials, oily rags, solvents, paints, etc.
- Windows, doors, etc. are blocked where leads might be cut or jammed. Leads with damaged or deficient insulation are turned in promptly for repair.

6.2 Electrodes Holders

Operators only use approved types of electrode holders. Handles and surfaces (gripped by the operator) are insulated.

6.3 Shutting Down Arc-welding Equipment

- At lunch period, at the end of the day, and any other time when leaving work for an extended period of time (15 minutes or more in most cases), the lead must be de-energized. On single operator machines the machine must be shut down when leaving for any length of time.
- A multiple machine is shut down when all operators on that machine cease work as in previous bullet point. An individual operator leaving the job during working hours may open his grid switch when the machine is running. Leads not in use are disconnected at the grid.
- A lead (energized or not) is not left unattended near combustibles where a fire could be caused, if such a lead becomes grounded.

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6.4 Precautions in the Use of Arc-welding Equipment

- Don't assume that just because a welding lead carries low voltage, it's safe. It could be mixed with a 440 volt power line. Stand on a dry wood board or have some kind of insulation and a steel surface or grounded structure whenever possible.
- Always wear gloves when handling energized holders, changing electrodes, etc. Gloves are dry and in good condition. Never put an electrode under your arm.
- No operator repairs welding equipment.
- No gasoline driven welding machine is operated in any building or other confined space where there's danger of carbon monoxide accumulation.

7.0 Fire Prevention

Guarding against fires and explosions are the responsibility of every employee and supervisor and all others concerned with the work underway.

7.1 Inspection of Work Area

The work area is defined to include the location where the work is performed. Including, all spaces below, above, or adjacent to, where there's any possibility of a fire or an explosion.

The entire work area is inspected carefully by the operator or the Health and Safety Coordinator and by assisting personnel before welding, cuttings, etc., are allowed to begin. Additional inspections are made at the start of each shift and more often when unusual hazards are present.

7.2 Fire and Explosion Hazards

The work area is inspected for flammables including gas. All flammable materials are removed from the work area. Supervisor and safety directors continuously monitor safety precautions, fire prevention, and housekeeping.

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7.3 Oil, Gasoline, and Paint

Welding and cutting operations are not permitted in or on the outer surface of rooms, compartments, tanks, closed drums, or other containers, containing or have contained flammable or explosive materials, liquids, or vapors, until all fire and explosive hazards are eliminated and the Health and Safety Coordinator approves the conditions prior to commencing work.

Gasoline, paint thinner, kerosene, or any other similar flammable liquids are not allowed in the same area where welding or flame cutting is being performed.

Diesel oil, fuel oil, and other flammable liquids are not permitted to accumulate in the work area. If there's any oil present, the space is cleaned and rendered gas free before work starts. Oil and debris are much worse than oil alone. It's the responsibility of the personnel using rags, etc., in machinery spaces or other areas to keep their oily rags in containers and have them removed from the space at the end of each shift. Oily rags etc. found in spaces are picked up by the personnel using them.

The fumes from fresh paint and hot or cold Bitumastic constitute a serious fire hazard. No painting is done in the work area at the same time welding, cutting, or heating is being performed. Fresh paint is set beyond the "tacky" stage and paint fumes are removed by adequate ventilation before welding, cutting, brazing, or use of open flame is allowed.

Oil paint containing lead constitutes not only a fire hazards, but a health hazard as well due to the presence of lead or other poisonous substances in the smoke from cutting or welding. Thick coats of oil paint or paint containing lead and coats of red lead is removed by scaling, chipping, or other approved methods from both sides of the material being welded or cut to such an extent that it will not constitute a fire hazard. When removing Bitumastic, coal-tar paint, or preservatives like "No-oxide," the removal is adequate to clear any area which is heated enough to make the material run. Otherwise, it may melt and run onto a **hotter arc** which could ignite. The area from which all Bitumastic, coal-tar paint, or preservatives like "No-oxide" are removed twenty-four (24) inches in all directions from any welding or cutting area.

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7.4 Fire Watches

During gas or arc-welding and cutting operations fire watches are posted in a number of locations as necessary to protect against fire. Supervisors are expected to utilize good judgment and discretion providing adequate protection.

At least one fire watch is provided where a fire hazard exists. It's possible for one fire watch to serve two or more welders when working in the same locations. It's also possible for one cutter or one welder to require two or more fire watches for adequate protection.

Maintenance of discipline among fire watches is the responsibility of the supervisor in charge of the job (superintendent or foreman). All cases of unauthorized absence from post, carelessness, or inattention to the fire watched is cause for disciplinary action or termination and immediate stoppage of work until alert fire watches are obtained.

Supervisors determine their needs for fire watches, the hours to be worked, and make necessary arrangements for fire watch personnel.

For work, a fire watch is posted at any location where a definite hazard exists which cannot be properly watched by the operator. Employees or a dependable helper may be detailed for this job by the supervisor in charge of the work, but detail must be definite and responsibilities must be fixed.

7.5 Fire Extinguishers

Approved and rated fire extinguishing equipment is maintained near all welding and cutting operations. The suitability of the equipment is determined by an analysis of the conditions, location, and type of operation.

In case of doubt as to the suitability of the equipment the Health & Safety Coordinator or the Fire Marshal is consulted.

Whenever a fire watch is assigned each fire watch employee is provided with at least one fifteen (15) pound capacity (50 pounds gross weight) CO₂ fire extinguisher fully charged and in good working order. Extinguishers with broken seals, missing

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tags, or in any way broken, damaged, or inoperative are not used for fire watches.

Fire watches make daily inspections of the condition of the fire extinguishers. Any extinguisher found to be under weight or with the seal broken, or in any way inoperative, is promptly replaced. Unserviceable extinguishers are removed for repair and inspection.

Special protection in the form of fire hoses, fog nozzles, etc., or other special types of fire-fighting equipment to combat special risks is arranged for by the supervisor wherever and whenever necessary.

7.6 Safe Clothing and Equipment

Welders, gas cutters, and all other persons associated with the welding and cutting operations do not wear flimsy or highly flammable clothing or clothing designed, constructed, or in such condition as to cause a definite fire or accident hazard.

Unsafe clothing is changed for safe clothing or covered by suitable protective clothing, like leather sleeves or leather jackets. Any operator while using welding or cutting equipment will not wear oilskins.

Protective equipment supplied by the employer is listed below:

- Welding helmets for electric welders.
- Burning goggles for gas cutters.
- Welders safety hats and gas cutters.
- “Flash” goggles for welders.
- Leather jackets, sleeves, and gloves for welders and gas cutters.
- Metal screens for shielding arc-glare from nearby employees.

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- Fire screens for particularly hot work or close work under conditions that may constitute a fire hazard to the operator.

All the above-mentioned protective equipment is made readily available from the employer’s tool trailer.

All operators wear the approved type of goggles for the work they’re doing. Persons using or watching electric arcs wear “flash” goggles and over the “flash” goggles they use a welder’s hood with the proper shade of filter lens as indicated by the following table. When working with or around welding or burning all employees— at all times—wear adequate and approved types of “flash” goggles for protection.

Table 1

Amperes	Shade
30-75	8
75-200	10
200-400	12

Table 2

Rod Diameter	Shade No.
1/16 3/32 1/8 5/32	10
3/16 7/32 1/4	12

“Flash” goggles are left on while chipping slag and wire brushing the weld.

The welder’s hood is inspected daily to detect possible light leaks, cracked protective glasses, and badly fouled or missing cover glass. Any defects are corrected prior to use.

Portable screens are used around arc-welding when practicable. If no screens are available, build them.

Ladders and Stairway Safety

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Ladders and Stairway Safety

1.0 Purpose and Scope

This Safety Policy provides the minimum requirements to be followed when stairways and ladders of any type are used. This policy applies to all employees, subcontractors, and contractors engaged in operations covered by the ADAMAS Construction & Development, PLLC. (ADAMAS) Safety Program.

2.0 Responsibilities

Management, staff, employee, and subcontractor responsibilities are stated in individual procedures addressing responsibilities specific to the program topic.

2.1 Supervisors

Supervisors responsible for employees performing work covered by this policy must ensure that employees are trained and can use ladders and stairways in a safe and proper manner.

2.2 Employees

Employees must inspect each ladder and stairway prior to use and use them in accordance with the requirements of this Safety Program and their training.

3.0 Definitions

Double-cleat ladder	A ladder similar in construction to a single-cleat ladder, but with a center rail to allow simultaneous two-way traffic for ascending or descending.
Extension ladder	A non-self-supporting, portable, adjustable ladder consisting of two or more sections, so arranged as to permit length adjustment.
Fixed-ladder	A ladder that cannot be readily moved or carried because it is an integral part of a building or structure.
Handrail	A rail used to provide a handhold for support.
Job-made ladder	A ladder that is fabricated at a jobsite that has not been commercially manufactured. This definition does not apply to any individual-rung/step ladders.
Ladder stand	A mobile fixed size self-supporting ladder consisting of a wide flat tread ladder in the form of stairs. The assembly

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	may include handrails.
Portable Ladder	A ladder that can be readily moved or carried.
Riser height	The vertical distance from the top of a tread to the top of the next higher tread or platform/landing or the distance from the top of a platform/landing to the top of the next higher tread or platform/landing.
Rung (cleat)	A ladder crosspiece on which a person steps while ascending or descending a ladder.
Stairs, Stairway	A series of steps and landings having three or more risers constitutes stairs or stairway.
Single-cleat Ladder	A ladder consisting of a pair of side rails, connected together by cleats, rungs, or steps.
Stair rail system	A vertical barrier erected along the unprotected sides and edges of a stairway to prevent employees from falling to lower levels. The top surface of a stair rail system may also be a "handrail."
Stepladder	A stepladder is a self-supporting portable ladder, nonadjustable in length, having flat steps and a hinged back. Its size is designated by the overall length of the ladder measured along the front edge of the side rails.
Straight ladder	A single ladder is a non-self-supporting portable ladder, nonadjustable in length, consisting of but one section.
Tread depth	The horizontal distance from front to back of a tread (excluding nosing, if any).
Unprotected sides and edges	Any side or edge, except at entrances or points of access, of a stairway where there is no stair rail system or wall 36 inches (90 cm) or more in height, and any side or edge (except at entrances to points of access) of a stairway landing, or ladder platform where there is no wall or guardrail system 39 inches (1 m) or more in height.

4.0 Ladder Procedures

4.1 General Ladder Use Requirements

4.1.1 Inspections

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- Before a ladder is used it's inspected carefully for missing cleats, cracked or missing rungs, or damaged or missing side rails.
- The use of ladders with broken or missing rungs, broken or split side rails, or other faulty/defective construction is prohibited. Ladders with such defects are immediately removed from service.
- Ladders are not painted. They're treated only with a transparent non-conductive material and are kept free from dirt or materials that could conceal defects.
- Keep ladders free of grease, oil, mud, and similar substances that can create user hazards.
- Tag or mark defective ladders for repair or destruction.

4.1.2 Setup

- Read and follow instructions included in the manufacturer's use and care booklet.
- Portable ladders are placed on a substantial level base, and the area around the top and bottom of the ladder is kept clear.
- Place portable ladders so both side rails have secure footing. When working on soft ground provide solid footing to prevent ladder from sinking.
- Never lean a ladder against unsafe backing such as loose boxes or barrels.
- If a ladder must be placed where in front (or behind) a door, the door is locked or otherwise guarded.

4.1.3 Use

- A ladder or stairway is required, if a worker must step up or down more than 19 inches.
- Step ladders are used to provide an elevated work platform and straight ladders to provide access to another work level.
- Do not use ladders in a horizontal position or as a runway or scaffold.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- Only one employee works from a ladder at a time. If work requires two employees, a second ladder is used.

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- While ascending or descending a ladder face the ladder and maintain three points of contact at all times, e. g., two feet and one hand.
- Do not carry anything that prevents holding on with both hands. Use a hand-line, ½ inch or greater in diameter, to raise or lower tools and equipment.
- Do not reach further than arm's length from ladder. Move ladder as work progresses.
- Be sure shoes are not greasy, muddy, or slippery before climbing.
- Never slide down a ladder.
- Do not leave placed ladders unattended unless properly secured.
- Metal ladders or ladders with metal side rails are not used near electric equipment or lines, or for work involving welding or motor control centers. (Aluminum conducts electricity.)
- Employees do not anchor (tie) personal fall protection to portable ladders. Structural components of fixed ladders may be utilized for personal fall protection only when determined by a Competent Person to meet the anchorage requirements described in section G, Fall Protection.
- Portable ladders in use are tied, blocked, or otherwise secured to prevent being displaced. It's recommended all ladders be equipped with a 6-foot tie-off rope, which is affixed as soon as the ladder is positioned. If no suitable anchor point is available, a second worker steadies the ladder.

4.2 Straight and Extension Ladders

- The ladder must be equipped with a tie-off rope and non-skid feet.
- Employees do not work higher than a third rung from top on straight or extension ladders.
- The top of the ladder must extend 3 feet (91 cm) beyond the upper transfer point or platform, if used to access an elevated work area, or a grab rail must be provided.
- The top section of straight ladders should always be securely tied off to something substantial.
- Ladders are placed so the distance from the foot of the ladder to the base of the wall or other support is one fourth the working

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length of the ladder. Or, stated differently: Set up straight or extension ladders using the 1-to-4 rule. The feet of the ladder should be placed 1 foot (30 cm) from the base of the vertical support for every 4 feet (122 cm) of ladder height.

- After the extension section is raised to desired height, check to see that safety dogs or latches are engaged and secure the extension rope to a rung on the base section of ladder.
- Extension ladders must be overlapped a minimum of 3 rungs.
- Extension ladders must not be taken apart in order to use the two sections separately. Short ladders must not be spliced together to make longer ladders.

4.3 Step Ladders

- Employees do not use the top two steps of a step ladder.
- If an employee's feet are on or above the fifth rung of a ladder, the ladder is tied off or held by at least one other person.
- Step ladders are not used as straight ladders. Always open step ladders fully, set ladder level on all four feet, and lock spreaders in place.
- Do not place tools or material on steps. Use a tool container.

4.4 Ladder Stands

- Ladder stands are portable steel ladders that are constructed with casters or wheels for mobility and steps for climbing. Unlike a straight or stepladder, the top platform of a ladder stand can be used.
- Ladder stands used on grated surfaces may need modification. Grated surfaces may make the ladder unstable and can damage the rubber leg tips needed for stability. Stability modification, which may include welding 2 inch x 2 inch (5 cm x 5 cm) plates of ¼ inches (0.6 cm) steel to the bottom of each leg, are made only after site management approval.
- Ladder stands with more than one step have handrails.
- Ladder stands should be used on level surfaces.
- Although the top step can be used when handrails are present caution should be used by personnel when reaching over the front or sides.

4.5 Job-Made Ladders

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Job-made ladders have many regulations covering their construction, Refer to Figure 1. Some of the regulations are as follows:

- Single cleat ladders do not exceed 30 feet (9m) between supports (base and top landing).
- Double cleat ladders do not exceed 24 feet (7.3m).
- The width of single cleat ladders will be at least 15 inches (38 cm), but not more than 20 inches (51 cm), between rails at the top.
- Side rails are parallel or flared top to bottom by not more than $\frac{1}{4}$ inch (0.6 cm) for each two feet (60 cm) of length.
- Use only structural-grade lumber for construction of wood ladders.
- Cleats are uniformly spaced, 12 inches (30 cm) top-to-bottom.
- Cleats are inset into the edges of the side rails one-half inch, or filler blocks are used on the rails between the cleats.
- The cleats are secured to each rail with three 10d common wire nails or other fasteners of equivalent strength.
- Ladder inspections are also required.

4.6 Manufactured Ladder Specifications

- Manufactured ladders must meet the requirements set forth in the ANSI A14 series or equivalent local standards.
- Ladders must be heavy-duty, Type 1A construction, 250-pound capacity. For occasional use in work environments that do not include construction activities, such as offices, light-duty (200 pound capacity) or medium-duty (250 pound capacity) ladders may be used.

4.7 Inspection and Storage

- All ladders are visually inspected before use and semi-annually thereafter to identify signs of wear, misuse, abuse, deterioration, etc. Inspections are documented on the weekly jobsite inspection form.

Items to be inspected include the following.

- Rungs
- Cleats

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- Rails
- Hooks and latches
- Hinges
- Non-skid Feet
- Tie-off Rope (6 feet, 1.8 m)
- Deficiencies are repaired or the ladder destroyed as determined by the nature of the deficiency.
- A color-coding system to mark inspected ladders similar to that of electrical and fall protection inspection is recommended.

4.8 Training

All personnel engaged in operations requiring use of ladders must be properly trained prior to use in accordance with this plan.

Training is to be conducted annually for each employee who may have occasion to use ladders.

5.0 Stairway Procedures

5.1 Stairways

Stairways must be:

- Installed at least 30 degrees, and no more than 50 degrees, from the horizontal.
- Lighted.
- Clear of debris.
- Filled with concrete or temporarily fitted with wood for pan type stairs.
- There are no variations greater than $\frac{1}{4}$ inch (0.6cm) in riser height or tread width.

5.2 Landings and Platforms

- All temporary stairways have one landing every 12 feet (3.6 m) of rise or less.
- Where doors or gates open directly on a stairway a platform is provided.
- Landings are at least 30 inches (76 cm) deep by 22 (56 cm) inches wide.
- The landing provides a minimum of 20 inches (51 cm) clearance beyond the swing radius of the door.

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- A landing must be guarded by a standard railing system.
- Standard railing system consists of a top rail, intermediate rail, toe board, and posts and has a vertical height of approximately 42 inches (107 cm) from the upper surface of the top rail to the floor, platform, or runway.

5.3 Stair Rails and Hand Rails

Every flight of stairs having four or more risers, or rising more than 30 inches (76 cm), is equipped with standard stair railings or standard handrails:

- On stairways less than 44 inches (112 cm) wide having both sides enclosed, at least one handrail, preferably on the right side descending.
- On stairways less than 44 inches (112 cm) wide having one side open, at least one stair railing on open side.
- On stairways less than 44 inches (112 cm) wide having both sides open, one stair railing on each side.
- On stairways more than 44 inches (112 cm) wide but less than 88 inches (224 cm) wide, one handrail on each enclosed side and one stair railing on each open side.

On stairways 88 (224 cm) or more inches wide, one handrail on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width.

When the top edge of a stair rail also serves as a handrail, the top edge is no more than 37 (94 cm) inches, nor less than 36 inches (91 cm), from the upper surface of the rail to the upper surface of the tread.

5.3.1 Midrails

Midrails, screens, mesh, intermediate vertical members, or equivalent, must be installed between the top rail and stairway steps.

Midrails must be located midway between the top rail and stairway steps.

Handrails and/or stair rail system top rails must support a 200-pound (91 kg) load in all directions.

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Unprotected stairway landings/platforms have a 42-inch (107 cm) guardrail system that meets standard specifications.

5.3.2 Stair Rail System

A stair rail system is a vertical barrier erected along the unprotected sides and edges of a stairway to prevent falls.

A stair rail is not less than 36 inches (91 cm) from the upper surface of the stair rail system and the surface of the tread, in line with the face of the riser at the forward edge of the tread.

Stairways having four or more risers, or rising more than 30 inches (76 cm) must be equipped with a stair rail system on all unprotected sides or edges.

The top edge of a stair rail system may also serve as a hand rail when the top edge of the stair rail is not more than 37 inches (94 cm), or less than 36 inches (91 cm) from the surface of the tread.

Handrails must have 3 inches (7.6 cm) clearance between the handrail and the wall or other objects.

6.0 References

- Corporate Safety Plan Section G, Fall Prevention and Protection
- 29 CFR 1910 Subpart D, Walking and Working Surfaces
- 29 CFR 1910.25, 26, 27, 29, Ladders
- 29 CFR 1926 Subpart X, Stairways and Ladders
- 29 CFR 1926.1050, 1051, 1053, 1060, Ladders
- ANSI A14.1, Safety Requirements for Portable Wood Ladders
- ANSI A14.2, Safety Requirements for Portable Metal Ladders
- ANSI A14.3, Safety Requirements for Fixed Ladders
- ANSI A14.4, Safety Requirements for Job-Made Wooden Ladders
- ANSI A14.5, Safety Requirements for Portable Reinforced Plastic Ladders
- ANSI A14.7, Safety Requirements for Mobile Ladder Stands and Mobile Work Platforms
- ANSI A14.8, Safety Requirements for Portable Ladder Accessories
- ANSI A14.9, Safety Requirements for Ceiling Mounted Disappearing Climbing Systems
- ANSI A 14.10, Safety Requirements for Specific Duty Ladders

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7.0 Figures

Figure 1, Safety Guidelines for Ladders
Figure 2, Proper Ladder Installation

**ADAMAS Construction & Development, PLLC.
Corporate Safety Program**

Scaffold Safety

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1.0 Purpose and Scope

This procedure provides the minimum procedures to be followed when scaffolds and platforms are erected and utilized on jobsites. This procedure does not apply to crane suspended personnel baskets.
Responsibilities:

1.1 Site Manager

Site management designates scaffolding competent persons.

1.2 Supervisors

Supervisors responsible for employees performing work on scaffolds must:

- Ensure employees receive the proper scaffold user training.
- Confirm each job is properly evaluated for hazards associated with scaffolding such as design, fall protection, falling object protection, electrical protection, etc, and that these hazards are properly eliminated or controlled.
- Ensure scaffolds are inspected by a scaffold competent person prior to use, prior to each shift, and after any incident affecting a scaffold's structural integrity.

Supervisors of scaffold erection crews must:

- Have completed training and site manager designation as a competent person for scaffold operations.
- Ensure all scaffold craftsmen receive proper training on scaffold erection, alteration, movement, repair, disassembly, and inspection.
- Ensure they or another designated competent person performs initial inspections on completed scaffolds prior to use, prior to each shift, or after any occurrence affecting a scaffold's structural integrity.

1.3 Employees

Inspect each scaffold being worked on and report any defects or concerns to supervisor immediately.

Use any required personal fall protection according to training received.

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Never attempt to alter or repair any scaffold without proper approval, supervision, and training.

1.4 Competent Person

Scaffolding competent persons are responsible for supervising scaffold erection and performing inspections prior to initial use, before each work shift, and following any occurrence affecting the structural integrity of the scaffold.

1.5 Qualified Person

Qualified Persons (normally a Registered Professional Engineer) are responsible for scaffold design, scaffolds erected over 125 feet high, and pole scaffolds erected over 60 feet high.

2.0 Definitions

Term	Definition
Boatswains' Chair	A single point adjustable suspension scaffold consisting of a seat or sling designed to support one employee in a sitting position.
Brace	A rigid connection that holds one scaffold member in a fixed position with respect to another member or to a building or structure.
Cleat	A structural block used at the end of a platform to prevent the platform from slipping off its supports. Cleats are also used to provide footing on sloped surfaces such as crawling boards.
Competent Person	One capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who is authorized to take prompt corrective measures to eliminate them.
Coupler	A device for locking together the tubes of a tube and coupler scaffold.
Guardrail	A vertical barrier consisting of, but not limited to, top rails, mid rails, and posts, erected to prevent employees from falling off a scaffold platform or walkways to lower levels.
Lifeline	A component consisting of a flexible line connecting to an anchorage at one end to hang vertically (vertical lifeline) which serves as a means for connecting other components of a personal fall-

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	arrest system to the anchorage.
Maximum Intended Load	The total load of all persons, equipment, tools, materials, transmitted loads, and other loads reasonably anticipated to be applied to a scaffold or scaffold component at any one time.
Outrigger	The structural member of a supported scaffold used to increase the base width of a scaffold in order to provide support for and increased stability of the scaffold.
Qualified Person	One who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and demonstrated ability to solve or resolve problems related to the subject matter, the work, or the project.
Rated Load	The manufacturer's specified maximum load to be lifted by a hoist or to be applied to a scaffold or scaffold component.
Scaffold	Any temporary elevated platform (supported or suspended) and its supporting structure (including points of anchorage), used for supporting employees or materials, or both.
Single-Pole Scaffold	A supported scaffold consisting of a platform(s) resting on bearers, the outside ends of which are supported on runners secured to a single row of posts or uprights, and the inner ends of which are supported on or in a structure or building wall.
Suspended Scaffolds	Scaffolds with one or more platforms suspended by ropes or other non-rigid means from an overhead structure. Examples include: Single-point, Two-point, and Multi-point Adjustable Suspension Scaffolds, Interior hung scaffolds, Float (ship) scaffolds, Boatswain's chairs Cantenary scaffolds.
Three Points of Contact	Term used for a method of safe ladder climbing where between a climber's two hands and two feet at least three are in contact with the ladder rungs/rails at all times while ascending or descending the ladder.
Tube-and-Coupler Scaffold	A supported or suspended scaffold consisting of a platform(s) supported by tubing, erected with coupling devices connecting uprights, braces, bearers, and runners.

Scaffold Safety

3.0 Procedure

3.2 General Requirements

All scaffolds are designed by a qualified person or manufacturer and are erected, loaded, and used in accordance with that design or manufacturer's specifications.

Scaffolds are erected, altered, moved, or dismantled by trained scaffold erectors and under the supervision of competent persons.

Employees required to perform work on scaffold platforms are trained in the recognition and control measures for hazards associated with the type(s) of scaffold being used.

A scaffold is capable of supporting, without failure, its own weight and at least four times the maximum intended load.

All scaffold work platforms have complete guardrails and toe boards installed.

All scaffold work platforms must be completely decked between the uprights and/or guardrail supports.

Scaffold platforms are a minimum of 18" wide.

All scaffold decking is made of manufactured system components designed specifically for that purpose or scaffold grade lumber.

The footing or anchorage for all scaffolds is sound, rigid, and capable of supporting the loaded scaffold without settling or displacement. Unstable objects such as barrels, boxes, loose bricks, or concrete blocks are not used to support scaffolds. Mud sills (12" x 12" minimum size) are used if scaffold legs are resting on dirt, grass, or a potentially unstable surface such as gravel, sand, shell, etc. Base plates are required at all times. When using leveling jacks, $\frac{3}{4}$ of its length must remain inside the scaffold leg.

Manufactured scaffold components are not modified. Scaffold components manufactured by different manufacturers or of dissimilar metals are not intermixed unless the components fit

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together without force, modification and the scaffolds structural integrity is maintained as determined by a competent person.

Supported scaffolds with a height-to-base width ratio of more than four-to-one are restrained from tipping by guying, tying, bracing, or equivalent means.

- Guys, ties, and braces are installed according to the scaffold manufacturer's recommendations or at the closest horizontal member to the 4:1 height and be repeated vertically at locations of horizontal members every 20 feet or less thereafter for scaffolds three feet wide or less, an every 26 feet or less thereafter for scaffolds greater than three feet wide.
- The top guy, tie or brace of completed scaffolds are placed no further than 4:1 height from the top. Such guys, ties, and braces are installed at each end of the scaffold and at horizontal intervals not to exceed 30 feet.

Design drawings must be made prior to erection and kept on site for any scaffold over 125' high. They must be made by a licensed professional engineer competent in this field.

3.2 Scaffold Decking (Boards)

Scaffold Grade 2" x 10" or 2" x 12" board material only is used.

No paint or material which would affect proper visual board inspection or work surface safety is applied to scaffold boards. Scaffold boards may be painted 10" to 12" on each end to denote use for scaffold decking only.

Scaffold boards are not to extend over their end supports more than 12" or less than 6."

All decking on platforms is overlapped (minimum 12") or secured from movement.

Do not use cleated boards with cleats turned up.

3.3 Access to Scaffold Platforms

When scaffold platforms are more than two feet above or below a point of access an attached ladder or other approved ladder/-

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stair system must be used by scaffold users to reach the platform.

Hook-on and attachable ladders are positioned so their bottom rung is not more than 24" above the scaffold supporting level.

Access ladders must extend 36" above the platform being accessed or equivalent safe access is provided.

Scaffold bracing is not used for access or climbing. Integral prefabricated scaffold access frames must be specifically designed and constructed for use as ladder rungs may be used for access to platforms.

Hook-on and attachable ladders are broken with rest platforms at 35' maximum vertical intervals.

Hook-on and attachable ladders are specifically designed for use with the type of scaffold being used.

Rungs must be uniformly sized and spaced with a maximum between rungs of 16-3/4."

Rungs must be at least 11-1/2" long (left to right).

3.4 Scaffold Use

Scaffolds are not loaded in excess of their maximum intended loads or rated capacities.

Debris is not allowed to accumulate on platforms.

Do not stack brick, tile, block, or similar material higher than 24" on the scaffold desk.

Makeshift devices such as boxes and barrels are not used on top of scaffold platforms to increase the working level height of employees.

Ladders are not used to increase the working level height of employees except when:

- The ladder is placed and secured against a structure which is not a part of the scaffold and the scaf-

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fold/platform is secured against movement and any side thrust exerted by use of the ladder.

- The ladder must be secured against movement at the top and the bottom legs.
- The supervisor approves this ladder use.

Where swinging loads are being hoisted onto or near scaffolds such that the loads might contact the scaffold tag lines or equivalent measures to control the loads are used.

Scaffolds are never altered or moved while in use or occupied.

Scaffolds are not moved or dismantled without first removing all loose tools, materials, and equipment resting on the scaffold deck.

Employees do not work on scaffolds during storms or high winds.

Employees do not work on scaffolds covered with ice or snow unless all ice or snow is removed and planking sanded to prevent slipping.

The clearance between scaffolds and power lines are: Scaffolds are not erected, used, dismantled, altered, or moved such that they or any conductive material handled on them might get closer to exposed and energized lines than as follows:

Insulated Lines (Voltage)	Minimum Distance
Less than 300 Volts	3 Feet
330 Volts to 50 KV	10 Feet
More than 50 KV	10 Feet plus 4" for each 1 KV over 50 KV. <u>Or:</u> 2 times the length of the line insulator, but never less than 10 feet.

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Uninsulated Lines (Voltage)	Minimum Distance
Less than 50 KV	10 Feet
More than 50 KV	10 Feet plus 4" for each 1 KV over 50 KV. <u>Or:</u> 2 times the length of the line insulator, but never less than 10 feet.

3.5 Fall Prevention and Fall Protection

Each employee on a scaffold more than 6 feet above the ground or next lower level is protected from falling to that lower level by means of a complete guardrail system (fall prevention) or approved personal fall protection.

All scaffold work platforms have complete guardrails and toe-boards installed. However, if the guardrail is incomplete or missing, personal fall protection is required.

Fall Prevention:

- All scaffold guardrail systems must meet the design/performance requirements set forth in this section and by local regulatory agency standards.
- Guardrail systems are installed along all open sides and ends of platforms.
- Guardrail systems are completely installed before the scaffold is released for use by employees other than erection and dismantling crews.
 - Guardrail systems are surfaced to prevent injury to employees such as punctures or lacerations.
 - Top edge height of top rails or equivalent member is installed between 38 and 45 inches.
 - Each top rail or equivalent member is capable of withstanding, without failure, a force applied in any downward or outward direction of at least 200 pounds.
 - Rope, No. 9 wire, banding material, or similar material is not used as a top rail or midrail.
 - Midrails are installed at a height approximately midway between the top edge of the guardrail system and the platform surface.

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- Each midrail or equivalent member is capable of withstanding, without failure, a force applied in any downward or outward direction of at least 150 pounds.
- Where guardrail systems are incomplete, missing, or moved to allow access for work personal fall protection is used on the affected platform(s).
- In some cases a building, structure, equipment, or piping may prevent the proper installation of a complete scaffold guardrail, a Competent Person can determine whether these obstructions meet or exceed the applicable guardrail requirements; to be used instead of the scaffold guardrail system.

Personal Fall Protection:

- Approved personal fall protection is required any time employees work on an unprotected scaffold (by a complete deck and guardrails) and 6 feet or more above the ground or next lower level; or anytime on a suspended scaffold platform. Working as stated above means while traveling, stationary, or at anytime exposed to a fall hazard.
- Employers are required to provide fall protection for employees erecting or dismantling supported scaffolds where the installation and use of such protection is feasible and does not create a greater hazard. See OSHA Standard Interpretation letter in *Attachment 1*. When it's determined that providing fall protection is not feasible a fall protection plan is developed using a Job Safety Analysis form describing how the scaffold erector/dismantler can safely perform this task.
- Personal fall protection used on scaffolds is attached by a lanyard to a vertical lifeline, horizontal lifeline, or approved scaffold structural member.
- Personal fall protection is not required while using a designated ladder or access system, provided "three points of contact" are maintained when ascending or descending a scaffold ladder (access way).
- Employees may not climb any ladder with anything in their hands. Tools and materials may be hoisted up or down by rope or other devices.

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Falling Object Protection:

- Protection from falling hand tools, materials, debris and other small objects are provided through the installation of toeboards, barricades, mesh/screens, debris nets, or catch platforms/-canopies.
- When a hazard of tools, materials, or small objects falling from the surface of scaffold platforms and striking employees below, the area below:
 - is barricaded and employees are not permitted to enter the hazard area, or
 - has a 2" x 4" (nominal) toeboard is erected along all edges of scaffold platforms more than 10 feet above lower levels.
 - when tools and materials are stacked above the height of the toeboard two additional protective measures are considered:
 - 1) Higher toeboards or,
 - 2) Mesh/screen put up against the guardrail with openings small enough to contain materials on the platform.
- When potential falling objects are too large, too heavy, or too massive to be contained by any of the above listed measures those materials are placed away from edges.

Mobile (Rolling) Scaffolds:

- Mobile scaffolds are used only on level smooth surfaces free of major defects or the wheels must be contained in wood or channel iron runners.
- Mobile scaffolds are braced by cross, horizontal, or diagonal braces, or a combination thereof, to prevent racking or collapse of the scaffold and to ensure scaffolds remain plumb, level, and squared at all times. All brace connections are secured.
- Scaffold height during movement does not exceed two times the minimum base.
- When out-rigger frames are used they're installed on both sides of the scaffold and would be included in the base/height limit calculation.

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- All casters used with mobile scaffold are provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while employees are on the scaffold.
- Caster stems and wheel stems are pinned or otherwise secured in scaffold legs or adjustment screws.
- Manual force used to propel the scaffold is applied as close to the base as possible and never more than five feet above the supporting surface.
- Power systems used to propel mobile scaffolds are designed for such use.

Suspended Scaffolds:

- Wire or fiber rope used for scaffold suspension including connecting hardware is capable of supporting at least six times the maximum intended load. All other components of suspended scaffolds including support devices must be capable of supporting at least four times rated-load capacity of the scaffold system.
- The suspended scaffold, suspension ropes, connecting hardware, and the support devices must be inspected by a Competent Person before each use.
- Approved personal fall protection is required for all occupants of a suspended scaffold and is anchored to a fixed safe point of anchorage which is independent of the scaffold and is protected against sharp edges and abrasion.
 - Each individual has a separate life line and fall arresting device.
 - Anchorages are capable of supporting 5,000 pounds a person attached.
- Only those items specifically designed as counterweights are used in accordance with the manufacturer's specifications on counterweight scaffold systems.
- Outrigger beams which are not stabilized by bolts or other direct connections to the floor or roof deck are secured by tiebacks. Tiebacks are equivalent in strength to the suspension

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ropes and secured to a structurally sound anchorage on the building or structure.

- When welding or cutting is performed from a suspended platform precautions are taken to cover/insulate any wire rope and attachment points exposed to potential heat or slag hazards.
- When electric welding is performed from a suspended platform the following precautions are taken:
 - An insulated thimble is used to connect the wire rope to its hanging support.
 - The suspension wire rope is covered with insulating material extending at least four feet above the hoist.
 - Non-active lines, independent lines, excess suspension wire rope, tail lines..... are covered/insulated for protection near the point of welding operations and to prevent possible grounding contact with the platform as well as secured so as not to provide a potential ground to the building/structure or the ground.
 - Each hoist is covered with protective covers.
 - In addition to the work lead attachment required by the welding process a grounding conductor is connected from the scaffold to the structure. The size of this conductor is at least the size of the welding process work lead and this conductor is not in series with the welding process or the work piece.
 - If the scaffold grounding lead is disconnected at any time, the welding machine is shut off.
 - The active welding rod or uninsulated welding lead is not allowed to contact the scaffold or its suspension system.

Boatswains' Chairs:

As Boatswains' Chairs are also suspended scaffolds the following procedures apply in addition to those outlined in Suspended Scaffolds section prior.

- The chair seat is not less than 12" x 24" and 1" thickness. Non-cross laminated wood boatswains' chairs are reinforced on their underside by cleats securely fastened to prevent the board from splitting.
- The rope used for suspension and the seat slings are 5/8" diameter, first-grade manila, fiber, synthetic or other rope

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which meets the criteria for strength and durability required by the policy.

- The chair seat slings are reeved through the four corner seat holes so as to cross each other on the underside of the seat and are rigged to prevent slippage that could cause an out-of-level condition.
- When a heat producing process such as gas or arc welding is being conducted, suspension ropes and chair seat slings are a minimum of 3/8" wire rope.

3.6 Inspections and Storage

Users inspect the scaffold prior to and during use and report any defects or concerns to a supervisor immediately.

Scaffolds and scaffold components are inspected for visible defects by a Competent Person prior to initial use, before each work shift, and after any occurrence affecting a scaffold's structural integrity.

Before erecting and during dismantling trained scaffold craftsmen inspect all scaffold components. Those found defective must be repaired or replaced immediately.

- Handrails, midrails, cross bracing, and steel tubing are inspected for nicks especially near center span and indications where a welding arc struck.
- Scaffold components are straight and free from bends, kinks, dents, and severe rusting.
- Scaffold frame weld zones are inspected for cracks and ends of tubing for splitting or cracking.
- Manufactured decking is inspected for loose bolt or rivet connections and bent, kinked, or dented frames. Plywood surfaces are checked for softening due to rot or wear, and peeling or delaminated layers at the edges. Scaffold boards are inspected for rot, cracks, notches, and other damage. Also, inspect cleats if used.

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- Each quick-connecting device whether spring, threaded connection, or toggle pin arrangement is inspected to see that it operates properly.
- Casters, if used, are inspected for smooth rolling surfaces, free turning, free acting swivel, and to be sure the locking mechanism is in good working order.

There are no scaffold storage requirements established by this policy.

3.7 Training

3.7.1 Scaffold Erectors

These requirements are applicable to each employee involved in erecting, altering, disassembling, moving, repairing, or inspecting a scaffold.

Training is performed by a Competent Person to recognize any hazards associated with scaffold erection. The Competent Person is designated by the site manager.

The training includes the following topics as applicable:

- The nature of scaffold hazards.
- The correct procedures for erecting, altering, disassembling, moving, repairing, and inspecting the type(s) of scaffold intended to be utilized.
- The design requirements as well as the maximum intended load-carrying capacity and intended use of the scaffold.
- The requirements of this procedure.

3.7.2 Scaffold Users

These requirements are applicable to each employee performing work while on a scaffold.

Scaffold user training is performed by a person designated by the site manager. The training includes the following topics as applicable:

- The maximum intended load and load carrying capacities of the scaffolds used.
- The nature of any overhead work/falling objects, personal fall, and electrical hazards in the work area and:

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- The correct procedures for dealing with electrical hazards.
- The proper use of personal fall-protection equipment and fall-protection systems.
- The overhead work/falling object protection systems being used.
- The requirements of this procedure applicable to scaffold users.

3.7.3 Retraining

Retraining for both scaffold erectors and scaffold users is required when:

- There are changes in the types of scaffolds, fall protection, falling object protection or other equipment or procedures related to the hazards associated with site scaffolding.
- Changes in the worksite present new hazards to which the employee was not previously trained.
- An employee demonstrates a lack of skill or understanding or when an inadequacy in an affected employee's work involving scaffolds indicates the employee has not retained proficiency.



ADAMAS CONSTRUCTION
& DEVELOPMENT SERVICES PLLC

CODE OF BUSINESS ETHICS AND STANDARDS

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If you have any questions regarding the policies contained in this booklet, please contact

Human Resources at 406-697-3022.

I. INTRODUCTION

ADAMAS conducts its business in strict compliance with applicable laws, rules and regulations as well as the highest moral, ethical and professional standards. Consistent with these standards, ADAMAS and each of its affiliated companies has adopted the following commitments to:

Emphasize honesty, fairness, confidentiality and a sense of responsibility to our subcontractors and suppliers that will enable us to be a good contractor, and understand and meet the expectations of our clients as well as the architects, engineers and other professionals with whom we work.

Treat employees fairly, implementing employment practices and programs related to compensation, education, training, recreation, and health on the basis of equal opportunity for all employees. Provide safe and healthy working conditions and maintain formal programs intended to prevent work-related injuries and accidents.

Protect each other's privacy and conduct ourselves with the dignity and respect due all human beings. Demonstrate a commitment to corporate citizenship in the many communities in which we reside and work and to society as a whole.

The purpose of the ADAMAS Code of Business Ethics and Standards is to supplement ADAMAS's Policy Manual and provide general guidance on some common ethical and legal issues you may encounter relating to ADAMAS's business interests either on or off the job. The information here addresses two broad areas:

- » Conducting ADAMAS's business; and
- » Your obligation to report violations of this policy.

If you encounter circumstances that call for an interpretation or examination of ADAMAS policy or any of the issues discussed in this document, consult your supervisor, Human Resources, or the Legal Department. Guidance for reporting suspected illegal or unethical conduct and an explanation of the consequences of this conduct is provided in the last section of this Code of Business Ethics and Standards.

II. CONDUCTING ADAMAS'S BUSINESS

1. CONFIDENTIALITY STANDARDS

The protection of confidential information and trade secrets is vital to the interest and the success of ADAMAS. Information about ADAMAS, its employees, clients, suppliers, and vendors is to be kept confidential and divulged only to individuals within the Company with both a need to receive and authorization to receive the information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your supervisor.

All paper and electronic records and files maintained by ADAMAS are confidential and remain the property of the Company. Records and files are not to be disclosed to any outside party without the express permission of your immediate supervisor.

Confidential information includes, but is in no way limited to the following:

- » Financial records and information;
- » Procurement and operating procedures;
- » Client preferences;
- » New product announcements;
- » Technology, formulas, inventions, and processes;
- » Business, marketing, and strategic plans and projections;
- » Personnel, payroll records and compensation data regarding current and former employees;
- » The identity of, contact information for, and any other information on current, past or prospective clients, their procurement personnel, procurement policies, requirements and preferences;
- » Any other documents or information regarding the Company's operations, procedures, or practices.

Except in performing your work at ADAMAS, confidential information may not be removed from ADAMAS premises without express authorization. Confidential information obtained during or through employment with the Company may not be used by any employee for the purpose of furthering current or future outside employment or activities for obtaining personal gain or profit. Upon termination of employment at ADAMAS for any reason, an employee must promptly return to his or her department head or supervisor all Company documents and materials in the employee's possession, which contain any confidential information. ADAMAS reserves the right to avail itself of all legal and equitable remedies to prevent impermissible use of confidential information or to recover damages incurred as a result of the impermissible use of confidential information. Employees may be required to enter into written confidentiality agreements confirming their understanding of ADAMAS's Confidentiality Policies.

2. CONFLICTS OF INTEREST

Fulfillment of ADAMAS's commitments requires that the interests of the Company and its clients come first. Potential conflicts of interest may create doubt on the part of clients, subcontractors, suppliers or employees and, accordingly, must be avoided. Examples of actual or potential conflicts of interest include the following:

- » Ownership of, or any other interest in, a firm that has done or desires to do business with ADAMAS
- » Acceptance of payments or services from those seeking to do business with ADAMAS
- » Placement of business with a firm that will result in a direct economic benefit to an employee or any member of his or her family The appearance of a conflict of interest must also be avoided. Any employee who feels that he or she may have an actual or potential conflict of interest should report all pertinent details to Human Resources or the Legal Department.

3. ANTITRUST POLICY

It is ADAMAS's policy that all employees, officers, members, managers and directors must comply with all antitrust/competition laws of the United States and those of any other country in which ADAMAS is doing business. As part of this policy, communication, directly or indirectly, by employees, officers, members, managers, and directors with any competitor regarding the present or contemplated business activities of ADAMAS or any of its competitors is strictly prohibited. It is absolutely forbidden for anyone to discuss bidding or pricing decisions, business plans, procedures or policies with a ADAMAS competitor or subcontractor.

4. POLITICAL CONTRIBUTIONS

ADAMAS encourages its employees to become involved in civic affairs and to participate in political activities. Employees must recognize, however, that their involvement and participation must be on an individual basis, on their own time, and at their own expense. ADAMAS does not make political contributions. Further, when an employee speaks on public issues, it must be made clear that comments or statements made are those of the individual and not of ADAMAS.

5. PROTECTION OF COMPANY ASSETS AND INFORMATION

Employees are required to protect ADAMAS's assets. These assets include, but are not limited to, all information, passwords to access automated information/computer systems, computer hardware, computer software, reports, records, analyses, plans, drawings, and official papers. ADAMAS retains the exclusive right of ownership of all company assets in any form or state, and designates management representatives as the guardians of those assets in order to ensure information reliability, accuracy, integrity, and confidentiality, as appropriate. ADAMAS designates individual managers and employees as custodians responsible for company information control and protection. Any use of ADAMAS's assets for any reason other than company related business is prohibited.

6. RECEIPT OR GIVING OF ITEMS BY EMPLOYEES

Employees may accept token gifts, meals, refreshments, or entertainment in connection with business discussions where the acceptance of such is not illegal, is of nominal value, and is clearly appropriate under the circumstances. While it is difficult to define the term “nominal” by means of a specific dollar limitation, a common sense determination should dictate what one would consider lavish, extravagant, or frequent. No employee may participate in major entertainment functions (e.g., golf or hunting trips) unless the employee or ADAMAS either pays the full cost thereof or, within twelve months of the function, substantially reciprocates with an activity of comparable value. For example, a golf outing could be reciprocated with sporting event tickets. Employees should review the details of major functions with the Regional Executive Officer prior to participation, including discussion of reciprocal activities.

It is the personal responsibility of every employee to ensure that his or her acceptance of such token gifts, meals, refreshments, or entertainment is proper and could not reasonably be construed as an attempt by the offering party to secure favorable treatment. If the gift could be construed as an attempt to secure favorable treatment, the employee must decline the gift and notify the Regional Executive Officer, Human Resources or the Legal Department. Should circumstances arise where gifts or other items of value are received and cannot be returned, such gifts or other items of value shall be given to the Regional Executive Officer or Human Resources for disposition to a charitable organization.

In addition, employees of federal, state or local governments, as well as employees of quasi-governmental entities like the Metropolitan Washington Airports Authority, Transbay Joint Powers Authority, and other companies are very often subject to strict regulations regarding the offering of gifts, meals, refreshments or entertainment in connection with business discussions. With regard to federal employees please refer to Section 10, Federal Government Procurement Integrity.

7. STOCK OWNERSHIP

In order to avoid a conflict of interest, ADAMAS employees should not purchase or retain ownership of stock in any privately owned firm or a material percentage of stock in any public firm that is a subcontractor or supplier or has another contractual or business relationship with ADAMAS unless the employee has disclosed such interest to the Company and the Company has agreed the ownership interest poses no conflict of interest. Employees are required to disclose to the Legal Department or Chief Financial Officer any financial interest in companies they are negotiating or working with in the course of their employment. Federal securities laws restrict or prohibit persons who receive material, nonpublic information as a result of a business relationship with a public company from trading in that company's stock. Such material, non-public information may include information obtained directly from the company as well as information that is obtained indirectly, such as by rumors, gossip and the like. Employees should keep all such information confidential and employees who become substantially involved in a project that ADAMAS is building for a publicly traded company should not trade in the stock of the public company while ADAMAS is involved in any aspect of the project. To "trade" means to buy or to sell. If you already own stock in the public company and then become substantially involved in the project, you may sell the stock immediately, or hold it until the project is completed.

8. COPYRIGHT/PATENT AGREEMENT

While employed by the Company, employees assign to ADAMAS all rights and interests in copyrights and/or patents concerning work performed during the course of employment with ADAMAS or in any way connected with or relating to duties performed on behalf of ADAMAS. In addition, at ADAMAS's request, employees must secure a patent and/or copyright at ADAMAS's expense and assign all rights and interests in the copyright and/or patent to ADAMAS.

9. COPYRIGHT COMPLIANCE

It is ADAMAS's policy that all employees respect the rights of intellectual property owners by complying with United States copyright law. Accordingly do not alter or remove any copyright information about (i) the title or other information identifying the work; (ii) the name or other information about the author/owner of the work; (iii) terms and conditions of use of the work; or (iv) a copyright notice. When using the Internet, copyright law applies. Therefore employees should not copy or distribute copyrighted material (e.g., books, magazines, manuals, articles, software, database files, documentation, articles, graphics files, and downloaded information) through the e-mail system, photocopy machines or by any other means unless the employee has confirmed in advance from appropriate sources that ADAMAS has the right to copy or distribute the material. While limited copying is permitted in certain instances, when among other things, the copying does not diminish the potential market for or value of the copyrighted work, these rules can be complex. Failure to observe a copyright may result in disciplinary action by ADAMAS as well as legal action by the copyright owner.

10. FEDERAL GOVERNMENT PROCUREMENT INTEGRITY

The following policy is designed to implement the Office of Federal Procurement Policy Act (the “Act”) and the applicable Federal Acquisition Regulations. The Act’s provisions prohibit various activities during the procurement process and are designed to eliminate the release of “insider” or confidential information during the procurement process. The penalties for failure to comply with the Act are severe, and include stiff civil monetary penalties, termination of the contract, refund of profits and criminal penalties. Accordingly, this policy should be read with care and strictly followed.

Timing and Applicability

This policy applies to ALL federal government procurements in which ADAMAS is a competitor, regardless of whether ADAMAS is competing as a prime contractor, as a member of a joint venture or as a subcontractor. It also applies to the modification and extension of existing federal government contracts and subcontracts.

Prohibited Conduct

Pursuant to Section 27 (a) of the Act, during the conduct of a federal procurement (which commences with the development of a solicitation), ADAMAS employees may not, directly or indirectly:

- » Make an offer or promise of future employment or business opportunity, or engage in discussions concerning future employment or business opportunities, with a procurement official.
- » Offer, give or promise to a procurement official any money, gratuity or other thing of value.
- » Solicit or obtain, prior to contract award, any proprietary or source selection information from any officer or employee of the subject agency.
- » Disclose proprietary or source selection information to any person other than an individual authorized by the contracting officer to receive such information.

Each of these prohibitions is discussed in detail on the following pages.

Employment Discussions

No discussions of any nature whatsoever concerning future employment or business arrangements (including consulting agreements) should be held between ADAMAS employees and any government employee, government contract employee or government consultant substantially involved in a federal procurement in which ADAMAS is interested, either as a prime, a joint venture member or a subcontractor. This prohibition begins at the inception of any procurement activities for a procurement in which ADAMAS is reasonably likely to be a competitor -- e.g., development of the specifications, issuance of a request for information, or other activities undertaken in preparation for the conduct of procurement and continues through award of the contract.

The prohibition applies to all government employees who are involved in the procurement, and would include the contracting officer, the contracting specialist, any technical representatives, all members of any evaluating or source selection panels, the procuring authority, all persons involved in drafting the specifications or other solicitation provisions, and all subordinate persons acting at the direction of any of the persons named above.

The Legal Department should be contacted regarding applicability of this provision prior to talking with the government employees involved.

Gifts and Gratuities

No gifts, gratuities or other things of value may be given to any government employee who is involved in a procurement in which ADAMAS is interested, either as a prime, a joint venture member, or a subcontractor. The time period and persons to whom it is applicable are the same as described in the preceding section on employment discussions.

Prohibited gifts and gratuities can include minor items such as lunches, drinks, special discounts on items for the government employee's personal use or any other item of value. Generally there is an exemption for unsolicited items, other than money, having a market value of \$20 or less per gift, with a \$50 annual aggregate maximum for the Company. If there is any doubt as to whether an item qualifies as a gift, gratuity or other item of value, contact the Legal Department prior to giving such an item to a government employee.

Proprietary and Source Selection Information

ADAMAS employees should not, during the procurement process, solicit or obtain any proprietary or source selection information from any government employee.

“Proprietary” information includes the following:

- » Information contained in a bid or proposal of an offeror, other than ADAMAS
- » Cost or pricing data of an offeror other than ADAMAS
- » Any other information submitted to the government and designated as proprietary by an offeror other than ADAMAS Source selection information includes all information (1) the disclosure of which would jeopardize the integrity of the procurement, and (2) which is required to be stored in such a manner to prevent disclosure. The following are examples of source selection information:
 - » Listings of offers and prices;
 - » Listings of bidders and/or prices prior to opening;
 - » Source selection plans;
 - » Technical evaluation plans;
 - » Technical evaluations of competing proposals;
 - » Cost or price evaluations of proposals;
 - » Competitive range determinations;
 - » Rankings;
 - » Source selection board reports and evaluations; and
 - » Other information marked as source selection information.

Most of the items included as examples of source selection information pertain to negotiated procurements. A negotiated procurement involves a Request for Proposals from the Government. After proposals are received, the Government then negotiates with all of the qualified offerors. By their nature, negotiated procurements contain more opportunity for the improper disclosure of information than an Invitation for Bids (“IFB”) procurement. ADAMAS is involved in negotiated procurements and in IFB procurements. IFB’s involve the submission of sealed bids. There is no negotiation -- award is made to the lowest responsible and responsive bidder. Nonetheless, care must be taken to avoid soliciting or obtaining source selection information in IFB procurements. In an IFB, particular attention should be given to the receipt of information relating to a competitor’s bid prior to bid opening.

The Act contains parallel restrictions on the disclosure by government employees of proprietary or source selection information. If an employee asks a procurement official for information, which possibly qualifies as proprietary or source selection information, the employee should also ask the procurement official to confirm, in writing, that such information is properly releasable. If proprietary or source selection information is received by an employee without soliciting such information -- e.g., anonymously, or through inadvertence -- such information should not be used or disclosed further (See

the discussion below on disclosure of proprietary or source selection information). The employee's supervisor and the Legal Department should be contacted and such information should be delivered to the contracting officer along with an explanation of the circumstances under which it came into ADAMAS's possession.

Disclosure of Proprietary/Source Selection Information

Proprietary and source selection information which comes, by any means, into ADAMAS's possession may not be disclosed to individuals not authorized to receive such information. In other words, if an employee receives information which constitutes proprietary or source selection information, the employee cannot disclose that information to others, even if the source of the information is someone other than a government employee.

If proprietary or source selection information comes into an employee's possession, such fact should be reported immediately to the employee's supervisor as well as to the Legal Department, and such information provided to the contracting officer as described in the preceding section.

Protecting ADAMAS's Proprietary

Information

If ADAMAS submits information to the Government that ADAMAS wants to protect from disclosure, then the information must be marked as proprietary. The Act requires that the cover page of the bid or proposal and each page that contains proprietary information be marked as proprietary in order for the protections of the Act to apply. The Legal Department should be consulted if there is any question as to whether information is appropriately marked as proprietary.

Certification Requirements

The ADAMAS employee signing a bid or proposal that is submitted to the government must also sign a certification attesting to ADAMAS's compliance with the Act. In addition, all ADAMAS employees, representatives and consultants "personally and substantially" involved in the preparation of bids or proposals must sign a certification, attesting to their individual compliance with the Act.

Sanctions

The potential sanctions for engaging in the prohibited activities or submitting a false certificate include the following:

» A civil fine of up to \$100,000, in the case of an individual, or up to \$1,000,000 in the case of a violation by ADAMAS and/or imprisonment up to five years for knowingly and willfully soliciting or obtaining from any officer or employee of the government agency any proprietary or source selection information. If the contracting officer determines that there was an impact on the pending award or selection, the contracting officer should inform the Head of the Contracting Activity ("HCA"). The HCA then determines if the Act has been violated. If such a determination is made, and the contract has not been awarded,

the HCA may direct the contracting officer to (1) terminate the procurement; (2) disqualify an offeror; or (3) take other appropriate actions in the interest of the Government.

If the contract has been awarded, the HCA may invoke (1) contractual remedies including recapture of profit, (2) void or rescind the contract, and/or (3) refer the matter to the agency suspension and debarment official.

11. FALSE CLAIMS ACT

The Federal “False Claims Act” provides that a Contractor is liable to the Government – for treble damages plus a separate penalty of \$11,000 per violation– if the Contractor knowingly (1) submits a false or fraudulent claim to the Government for payment or approval, (2) makes a false statement in order to get a false or fraudulent claim paid or approved by the Government, (3) conspires with any other party to submit a false or fraudulent claim, or (4) makes or uses a false record to avoid or decrease a monetary obligation to the Government. This act also applies to projects which receive federal funding even where the owner may be a state agency, quasi-public authority or company.

A company can also violate the False Claims Act when it “causes” another party to submit a false or fraudulent claim and, indeed, in any situation where the Government is providing the money. When a subcontractor submits a false billing to the prime contractor, the subcontractor violates the False Claims Act whenever the Federal Government is ultimately paying the bill.

“Knowingly” does not mean only active, intentional fraud. The term “knowingly” includes not only that kind of dishonesty, but also a reckless disregard of whether information is true or false as well as deliberate ignorance (head in the sand) of whether the information is correct.

False claims can include basically any type of improper invoice or progress payment request, submitted knowingly, that charges the Government for more money than is properly due. Examples of situations the Government has pursued under the False Claims Act include:

- » Billing the Government for the contract price when the contract price was overstated due to defective cost or pricing data;
- » Progress billings that charge the Government for a subcontractor’s progress Code of Business Ethics and Standards 12 billing, when the Contractor intends to withhold the amount from the subcontractor;
- » Progress payment requests submitted early in the job that are front-end loaded, even where the Government agreed with the schedule of values or the value assigned to the activity in a cost loaded CPM.

“Reverse” false claims include situations where a contractor knowingly understates an amount that is due to the Government, e.g., the contractor improperly low-balls a credit proposal on a deductive change order. Violation of the Act could be particularly damaging to the Company’s business and reputation, as the Government often seeks to suspend or debar violators from further Government contracting. Criminal prosecution of other contractors has resulted in situations that the Government

viewed as particularly serious. ADAMAS Construction's policy is to avoid even the appearance of violating the False Claims Act.

12. FOREIGN CORRUPT PRACTICES ACT

The Company is committed to acting with integrity in all its business relationships. We conduct our business in an open and above-board manner, and we do not seek any improper influence nor will we tolerate even the appearance of such influence. All of our officers, directors, members, managers and employees are expressly required by Company policy to comply with all applicable laws and regulations, including any applicable foreign laws and regulations.

The Company expects its employees and agents to ensure that payments made by or on behalf of the Company are made only for legitimate and legal business purposes.

No employee or agent is permitted to offer or pass, directly or indirectly, anything of value (e.g. gifts, kickbacks, or other payments or consideration) to any third party (e.g. customer, supplier, employer, Government official, or any other person) while knowing or having reason to know that it will be used to influence others in any transaction affecting the Company. No payment of any kind may be offered or made to a Foreign Official, politician, political party or to an official of a public international organization, with a view toward aiding, obtaining, or maintaining a business relationship within or having to do with a foreign country.

All employees and agents must keep financial records that accurately record business transactions and the disposition of the Company's assets and property, both outside and inside the United States.

No employee may make or offer to make on behalf of the Company gifts or entertainment or benefits to any foreign official if its purpose is to influence an individual improperly to award business to the Company. Expenses associated with gifts and entertainment of any amount must be recorded appropriately in the books and records of the Company, identifying the date and nature of the gift or entertainment, the recipient's name, and the business need for the gift or entertainment. In their dealings with people outside of the Company, employees are expected to remain alert to possible business corruption problems and to report such possible problems promptly.

13. ENVIRONMENTAL POLICY

Our Company is committed to protecting human health and the environment. This commitment requires that we integrate employee health and safety and environmental consideration into all aspects of our facilities, operations and processes. It further requires that we operate in a manner that is environmentally responsible and that ensures the protection of the health and safety of our employees and the public. We make every effort to recognize and respond to community and employee concerns about these issues.

Employees are responsible for conducting their work activities in a safe and environmentally responsible manner and for bringing to management's attention any actual or potentially dangerous condition.

Particular attention should be paid to the disposal of waste materials, erosion control and discharges into the air, soil or water. Federal, state and local environmental laws and regulations govern these matters and it is essential that you become familiar with those laws and regulations as they relate to your work and that you take care to assure that the laws and regulations are followed.

14. COMPLIANCE AND DISCIPLINE

Violation of any of the Ethics Policies will result in disciplinary action up to and including termination of employment.

III. ADAMAS'S OPEN DOOR POLICY

QUESTIONS AND REPORTING

It is ADAMAS's top priority and every employee's obligation to uphold the policies in this manual. If you have any questions regarding the policies contained in this booklet, please contact Human Resources at 406-697-3022. ADAMAS's employees must report any incidents of unlawful or unethical conduct, conflicts of interest, unsafe conditions, lack of proper security for information or property, or other conduct inconsistent with ADAMAS policy. Reporting suspected violations of the ADAMAS's Ethics policy will not adversely affect your employment at ADAMAS (i.e. employees will not be demoted, transferred, suspended, or terminated for reporting a violation).

In order to foster a comfortable reporting environment, you may report any violation or suspected violation directly in person or anonymously using any of the following reporting avenues;

- » Your supervisor or manager,
- » All levels of management,
- » Human Resources,
- » Legal Department, or
- » Toll-free Ethics Hotline (1-800-876-0917)



ADAMAS CONSTRUCTION & DEVELOPMENT SERVICES PLLC

ADAMAS CONSTRUCTION AND DEVELOPMENT SERVICES PLLC (AC&DS) AFFIRMATIVE ACTION PROGRAM (AAP)

(January 1, 2017 to December 31, 2017)

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INTRODUCTION

BRIEF DESCRIPTION OF COMPANY'S HISTORY

Upon request, this affirmative action plan is available for review by any employee or applicant for employment by appointment during regular business hours. Please contact

Nathan Pierce - Owner at (406)697-3022, for additional information.

PURPOSE OF PLAN

ADAMAS Construction & Development Services PLLC developed this Affirmative Action Plan to provide positive action and to assure that Equal Employment Opportunities are given to all minorities and women who are employed by or seek employment with the Company. The Company is committed to the support of this Plan and to the good-faith effort to achieve its objectives. This Affirmative Action Plan has been developed according to Executive Order No. 11246.

The specific objectives of this plan are to:

1. Identify underrepresentation of minorities or people of color and/or women and the underutilization of women and members of any racial and ethnic group in this plan at all levels of employment.
2. Establish realistic policies and practices to achieve the goal of full utilization of women and minorities or people of color.
3. Take prompt good-faith efforts to meet the goal of full utilization.
4. Provide data collection, evaluation and reporting systems to evaluate the effectiveness of this Affirmative Action Plan.

POLICY STATEMENT

ADAMAS Construction & Development Services PLLC Equal Employment Opportunity and Affirmative Action Policy is to apply to all employees and applicants.

Policy

1. It is the Company's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities. This policy applies to all the terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.
2. The Company is committed to Equal Employment Opportunity and as part of our Affirmative Action Plan we shall:
 - (a) Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;
 - (b) Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;
 - (c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, Company-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations federal, state and city authorities;
 - (d) Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities;
 - (e) Take action to prevent harassment including sexual harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.
3. The Company will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees through our Affirmative Action Program.
4. Management performance in this program will be evaluated, as is performance in other company goals.

5. Nathan Pierce - Owner has been assigned responsibility for the implementation and administration of the Affirmative Action Program. He/She also has been designated to develop and administer the Affirmative Action Program and ensure that the intent and practice of this policy is carried out.

IMPLEMENTATION OF PLAN

Nathan Pierce - Owner of ADAMAS Construction & Development Services PLLC is responsible for the internal and external dissemination of all policies.

A. Internally, the Company will disseminate the Equal Employment Opportunity and other related Policies as follows:

1. All EEO/AA related policy statements will be included in the Company's Policy and Procedure Manual.
2. All EEO/AA related policy statements are permanently posted on the Company bulletin board.
3. The Company's Equal Employment Opportunity and other related Policies will be communicated and discussed with all employees at meetings as needed. Individual employee's responsibilities will be explained.
4. On an ongoing basis, the Company's Equal Employment Opportunity related Policies will be discussed at employee orientations and training sessions.
5. When employees are featured in product or consumer advertising, employee handbooks or similar publications, both minorities or people of color and women will also be pictured.
6. The existence of the Company's Affirmative Action Plan will be communicated to all employees on an ongoing basis. Such elements of the plan will be made available and would enable such employees to know and avail themselves of its benefits.

B. Externally, the Company will disseminate the Equal Employment Opportunity and other related Policies as follows:

1. All recruiting sources will continue to be informed, on an ongoing basis, both verbally and in writing of the Company's Equal Employment Opportunity and Affirmative Action Policy. We also encourage them to actively recruit and refer minorities or people of color and female candidates.
2. Purchasing is to incorporate the equal employment clause in all purchase orders, leases, contracts, etc., as required by law, executive orders, and implementation rules and regulations. Written notice is to be sent to all subcontractors, vendors and suppliers requesting appropriate action on their part.
3. Minorities or People of Color and women's organizations, community agencies, and referral agencies will be notified verbally and, in writing, on an ongoing basis, relative to the Company's Equal Employment Opportunity Policy and job openings.
4. All employment candidates are to be informed of the Company's Equal Employment Opportunity and Affirmative Action related Policies. If requested, prospective employees may review sections of the Affirmative Action Plan that would allow the individuals to know and avail themselves of the benefits of the program.

5. When employees are pictured in consumer or help wanted advertising, both minorities or people of color and women will also be shown.
6. Recruitment advertisements, and literature, bear the phrase, "An Equal Opportunity/Affirmative Action Employer."

ADMINISTRATIVE RESPONSIBILITY

Nathan Pierce - Owner of ADAMAS Construction & Development Services PLLC and the Equal Employment Opportunity Designee are responsible for the effective administration of this Affirmative Action Plan. His/Her responsibilities include, but are not limited to the following:

1. Developing all affirmative action plans and programs, policy statements, and internal and external communications techniques;
2. Designing and implementing data collection and reporting systems that will:
 - (a) identify areas and degrees of underrepresentation and underutilization, and other disparities in all selection processes and indicate the need for remedial action;
 - (b) determine the degree to which the goals and objectives of affirmative action plans are being met; and
 - (c) measure the effectiveness of the affirmative action plans.
3. Summarizing statistical data and other relevant information to identify underrepresentation and underutilization, and other problem areas;
4. Developing and implementing programs and other measures for corrective action as are necessary to achieve the goals and objectives of the plan and to alleviate underrepresentation and/or underutilization and other problem areas;
5. Reviewing and approving the adequacy of affirmative action efforts at all stages of the employment selection process;
6. Establishing realistic programs for achieving compliance with this Affirmative Action Plan and providing technical assistance;
7. Preparing written reports evaluating implementation and progress of the affirmative action plan and recommending necessary changes;
8. Engaging in regular discussions with all employees to assure that the Company's policies are being followed;
9. Serving as liaison between the Company and enforcement agencies;
10. Remaining informed of the latest developments in the equal employment area, including the requirements of law and designing updates and improvements to affirmative action plan in response to such developments;
11. Serving as liaison between Company and minority organizations, women's organizations and community groups concerned with employment opportunities of minorities or people of color and women;

12. Establishing reasonable goals and timetables for achieving compliance with this Affirmative Action Plan where there is manifest underutilization;
13. Ensuring that meetings are conducted with subordinate administrators, managers and supervisors to explain individual goals and responsibilities;
14. Ensuring that *minorities or people of color* and women are selected to participate in educational, training, administrative and part-time activities, which serve to ensure, full representation;
15. Ensuring that all subordinate, managers, supervisors and administrators receive annual written evaluations of the affirmative action efforts and results.

UTILIZATION ANALYSIS

The following section represents an analysis of the workforce. The representation of minorities or people of color and women employees have been compared to the availability of the labor force as reported by the U.S. Department of Labor, Bureau of Labor Statistics, in the 2000 Annual Averages from the Current Population Survey.

It is believed that advertising in minority publications and utilizing employment ads, will provide notice to potential applicants ADAMAS Construction & Development Services PLLC is committed to equal employment opportunity and affirmative action.

Our capacity to check and monitor applicant flow and respond to women and/or minorities or people of color applicants leaves us confident that protected class applicants will be responded to as they appear as job candidates.

Establishment of Goals & Timetables

The following procedures will be followed in establishing the goals and timetables for the Company:

A. On an annual basis, the Company will consider the result that could reasonably be expected from putting forth every good-faith effort to make the overall Affirmative Action Program work. The goals and timetables set by the Organization will be determined by reviewing the anticipated activity, the current rates of utilization and the availability of qualified candidates.

B. Goals will be significant, measurable and attainable.

C. Goals will be specific for planned results, with timetables for completion.

D. Goals will not be quotas which are rigid and inflexible. Goals will be targets reasonably attainable by means of applying good-faith efforts to make all aspects of the entire Affirmative Action Program work.

E. Goals, timetables and affirmative action commitments will be designed to correct any identifiable deficiencies.

F. Where deficiencies exist and where numbers of percentage are relevant in developing corrective action, the Company will establish specific goals and timetables separately for minorities or people of color and women.

G. Such goals and timetables, with supporting data, will be part of the Organizations written Affirmative Action Program.

H. Support data for the required analysis will be compiled and maintained as part of the Affirmative Action Program. This data does include but is not limited to applicant flow data and personnel transactions, indicating minority and sex status.

I. In establishing timetables, the Company will consider the anticipated expansion, contraction and turnover of its workforce. This would include a review of anticipated vacancies in the

major job groupings for the next year and any other pertinent period related to the Affirmative Action Program.

J. A goal will be established for each job group in which underutilization exists; a specific timetable will be established for reaching the ultimate goal in the minimum time period feasible.

K. For each job group in which underutilization exists, the Company will establish annual rates of hiring and/or promoting minorities or people of color and women until the ultimate goal is reached. These rates can be achieved by putting forth good-faith efforts, including the use of available recruitment and training facilities. Numerical goals based on projected openings will be provided but not used in place of percentages goals. Goals will be stated as actual numbers and as percentages.

PERSONNEL PROCEDURES

RECRUITMENT

- A. ADAMAS Construction & Development Services PLLC has contacted minorities or people of color and women's organizations for referrals including the following (list all referral contacts):
- B. The Company has held formal briefing sessions on company premises with representatives of recruiting sources. These sessions have included tours, presentations by minorities or people of color and female employees, and provide clear and concise explanations of current and future job openings, as well as of the company's selection process. The company has made position descriptions, worker specifications and recruiting literature available to these representatives. The Company has also made formal arrangements with these recruiting sources for referral of applicants and feedback on the hiring status of applicants.
- C. The Company actively encourages minorities or people of color and female employees to refer applicants.
- D. The Company makes special effort to include minorities or people of color and women on the Personnel Relations staff.
- E. The Company makes minorities or people of color and female employees available for participation in Career Days, Youth Motivation Programs, and related activities in the community.
- F. The Company participates actively in local "job fairs."
- G. The Company carries out active recruiting programs at secondary schools, junior colleges and colleges with predominantly minorities or people of color and/or female enrollment.
- H. The company makes a special effort at schools to recruit minorities or people of color and women.
- I. Whenever possible, the Company undertakes special employment programs such as: (list all special programs.)
- J. The Company includes minorities or people of color and female members of the work force in recruiting brochures which present pictorial work situations.
- K. The Company advertises on a regular basis in help-wanted sections of minorities or people of color and women's interest media.

PROMOTIONS

The Company does the following to ensure that minorities or people of color and female employees have equal opportunity for all promotions:

- a) Promotional opportunities are posted or announced.

- b) An inventory of the skills, academic and experience level of current minorities or people of color and female employees is maintained.
- c) Necessary remedial, job training and work-study programs are provided.
- d) Formal employee evaluation programs are provided.
- e) Worker specifications are validated based on job performance related criteria.
- f) Supervisory personnel submit written justification if they do not upgrade seemingly qualified minorities or people of color or female employees.
- g) Seniority practices and seniority clauses in union contracts are reviewed to ensure that such practices or clauses are nondiscriminatory and do not have a discriminatory effect.

TRAINING

All Company training is open to all employees upon request.

TESTING

The Company does not currently administer any employment tests.

UNIONS

The company does not currently have unions.

WORKFORCE ATTITUDE

There is a favorable attitude towards the hiring and advancement of minorities or people of color and women. The Company demonstrates its positive commitment to equal employment and affirmative action.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

A. Recruitment and Advertisement

1. ADAMAS Construction & Development Services PLLC recruits employees of both sexes, selecting candidates on the basis of their qualification for the jobs.
 2. Advertisement in newspapers and other media are not to express a sex preference.
- B. Job Policies and Practices expressly indicate that there should be no discrimination based on sex.
1. An employee of either sex has an equal opportunity to any available job that she or he is qualified to perform.
 2. ADAMAS Construction & Development Services PLLC does not make any distinctions based upon sex in employment opportunities, wages, hours, benefits or other conditions.
 3. There are no distinctions made in marital status of employees.
 4. ADAMAS Construction & Development Services PLLC does not deny employment to employees with young children.
 5. ADAMAS Construction & Development Services PLLC does not refuse to hire men or women for particular jobs due to lack of appropriate restrooms or associated facilities. Appropriate facilities are available to both sexes.
 6. ADAMAS Construction & Development Services PLLC does not deny any jobs to women on the basis of state protective laws or customer preference.

7. Women will not be penalized in their conditions of employment because they require time away from work on account of childbearing. Following childbirth, and upon signifying her intent to return to work within a reasonable time, every effort will be made to reinstate female employees to the same position or an available position of like status and pay, without loss of service credits.
8. There will be no age distinction between male and female employees on the basis of sex in reference to either mandatory or optional retirement.
9. Seniority or progression lines are not based solely upon sex.

C. Wages

1. ADAMAS Construction & Development Services PLLC compensates all employees equally based on job classification, experience and ability.
2. There is no position at ADAMAS Construction & Development Services PLLC for which sex is a bonafide occupational qualification.

D. Affirmative Action

1. Affirmative action is being taken to recruit women to apply for those jobs where they may have been traditionally excluded.
2. ADAMAS Construction & Development Services PLLC is committed to including women as candidates in all programs that will provide them with opportunities to attain management positions.
3. There are no distinctions based on sex for inclusion in any training program.

COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN
GUIDELINES

It is the policy of *ADAMAS Construction & Development Services PLLC* to recruit, hire, train and promote for all job titles without regard to religion or national origin.

Recruitment and recruitment advertising is to be conducted in a way that does not imply a preference for people of specific religious backgrounds or national origins. Additionally, our policy of Affirmative Action and Equal Employment Opportunity is to be communicated to sources that include organizations with representation of members of various religious and national origin backgrounds.

The Company will accommodate the religious observances and practices of all employees or prospective employees unless the accommodation would levy an undue hardship on the conduct of the business. In determining whether such accommodation would levy undue hardship, the Company will consider at least the following factors:

- a. business necessity,
- b. financial cost and expenses, and
- c. resulting personnel problems.

REAFFIRMATION OF COMPANY'S EEO POLICY AND AFFIRMATIVE ACTION

ADAMAS Construction & Development Services PLLC reaffirms its commitment to the spirit and intent of Equal Employment Opportunity and Affirmative Action. It is the policy of the Company to provide equal employment opportunity to all employees and applicants. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.

It is the Company's Policy to:

- a. recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;
- b. base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;
- c. ensure that all other personnel actions such as salary, benefits, layoffs, return from layoffs, Company-sponsored training, educational programs shall be administered without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;
- d. ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements or promotional opportunities;
- e. take action to prevent harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.

Each employee of the Company has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization. Ensuring a pleasant working environment free of discrimination is the responsibility of everyone at ADAMAS Construction & Development Services PLLC.

The Company encourages any employee to raise questions he or she may have regarding Equal Employment Opportunity and the Affirmative Action Program.

Nathan Pierce - Owner and the Equal Employment Opportunity Designee, have been assigned responsibility for the implementation and administration of the Affirmative Action Program. They have also been designated to develop and administer the Affirmative Action Program and ensure that the intent and practice of the policy are carried out; however, the ultimate responsibility for fulfilling the intent of this policy lies with every employee of ADAMAS Construction & Development Services PLLC.

Signed by: _____ DATE:

SEXUAL HARASSMENT
POLICY STATEMENT

ADAMAS Construction & Development Services PLLC is unequivocally committed to the concept that every employee is entitled to a working environment free from sexual harassment.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

- Submission to conduct is either explicitly or implicitly a term or condition of an individual's employment, or

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or

- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, offensive work environment.

ADAMAS Construction & Development Services PLLC considers sexual harassment to be a form of employee misconduct. Sanctions will be enforced against individuals engaging in sexual harassment and against supervisors and managerial personnel who knowingly allow such behavior to continue.

Employees who feel that they have been the victims of sexual harassment may file a complaint with Nathan Pierce.

This policy will be posted in all offices of the company so that employees will have knowledge of the agency's stance on sexual harassment.

Signed by: _____ DATE:

Nathan Pierce - Owner

DISABLED AND VIETNAM ERA VETERANS
POLICY STATEMENT

ADAMAS Construction & Development Services PLLC will not discriminate against any employee or applicant for employment in regard to any position for which the employee or applicant is qualified. We will take affirmative steps to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era at all levels of employment, including the executive level and employment practices such as the following:

- recruitment process
- employment upgrading
- demotion
- transfer
- training
- rate of pay
- termination
- layoff and other forms of compensation

Signed by: _____ DATE:

REASONABLE ACCOMMODATION
POLICY STATEMENT

ADAMAS Construction & Development Services PLLC in conformance with all relevant federal and state non-discrimination and affirmative action statutes, regulations and other administrative directives, including but not limited to the Rehabilitation Act of 1973, as amended, the NYS Human Rights Law, the NYS Civil Rights Law, The Americans with Disabilities Act of 1990, it is the policy of ADAMAS Construction & Development Services PLLC to provide reasonable accommodations to persons with disabilities who are otherwise qualified for employment for which they are applying or in which they are employed.

This policy applies to all employment practices and actions, including, but not limited to: recruitment, hiring, disciplinary actions, rate of pay or other compensation, advancement, relocation, promotion, demotion and benefits.

Reasonable accommodations can assist the company, as employers, to: overcome otherwise exclusionary employment practices, policies and consequences; provide the opportunity for participation in education and training programs which are available to other qualified employees; enhance upward mobility for employees previously restricted to lower levels; and assure the accessibility of procedures for swift and judicious resolution of complaints of discrimination consistent with this policy; other applicable statutes or regulations.

Nathan Pierce for ADAMAS Construction & Development Services PLLC has been designated to oversee the implementation of the policy with this company. Please address all inquiries to Nathan Pierce at (406)697-3022.

Signed by: _____ DATE: _____



ADAMAS CONSTRUCTION
& DEVELOPMENT SERVICES PLLC

ADAMAS CONSTRUCTION & DEVELOPMENT SERVICES PLLC CODE OF CONDUCT

ADAMAS Construction and Development Services PLLC is dedicated to
maintaining the highest business ethics and code of conduct.

ADAMAS CONSTRUCTION & DEVELOPMENT SERVICES PLLC CODE OF CONDUCT

I. Statement of Policy

It is ADAMAS Construction & Development Services PLLC's (sometimes referred to as "AC&DS" or the "Company") policy to maintain the highest ethical standards and comply with all applicable Laws, rules, and regulations. As a provider of services to tribal, federal, state, and local governments, AC&DS operates under unique legal and regulatory requirements imposed upon government contractors. We are committed to complying with the letter and spirit of these laws and regulations.

We believe that adherence to this Code will ensure our continued success as well as earn and maintain the confidence of our customers and the community in which we live. We have established this Code of Conduct to recognize the importance of integrity, ethics, and compliance in all that we do. The following general rules apply to the implementation of this Code of Conduct:

1. All employees must comply with this Code of Conduct. Any officer, director, or employee violating this Code is subject to discipline, which may include demotion or dismissal.
2. All employees have a duty to report all suspected violations of the Code or other potentially unethical behavior by anyone, including officers, directors, employees, agents, customers, consultants, subcontractors, suppliers, and prime contractors, to the Compliance and Ethics Manager .
3. Employees in management positions are accountable for their own conduct and the conduct of those reporting to them. Each management employee is expected to inform those reporting to them about this Code of Conduct, train their direct reports, and take all necessary steps to ensure compliance with this Code.
4. No employee has the authority to direct, participate in, approve, or tolerate any violation of this Code by anyone.
5. Any employee who has questions about the application of this Code should consult with the Compliance and Ethics Manager .

II. Definitions

Code of Conduct: The written statement of acceptable behavior by AC&DS's officers, directors, and employees, consistent with the mandate that AC&DS operates according to the highest ethical standards and compliance with laws, rules, and regulations.

Code: The Code of Conduct.

Corporate Compliance and Ethics Manager : The company official designated to be responsible for implementing and administering the Code of Conduct. In the case where there is no Compliance and Ethics Manager , or the Compliance and Ethics Manager is not available, the President will be responsible for implementing and administering the Code of Conduct. The Compliance and Ethics Manager reports to the Compliance Committee.

Compliance and Ethics Program (“Program”): The approach used by AC&DS to convey information to all officers, directors, and employees about the Code of Conduct and the high standards of conduct that AC&DS expects. The Compliance and Ethics Program is implemented and administered by the Compliance and Ethics Manager.

Employee: Any person employed by AC&DS, including employees, foremen, managers, officers, directors, and persons authorized to act on behalf of the Company.

III. Standards of Conduct

A. Equal Employment and Nondiscrimination

The continued success of our company is dependent upon employing the most qualified people and establishing a work environment that is free of discrimination, harassment, intimidation or coercion related to race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law. This policy extends to all phases of employment, including hiring, placement, promotion, transfer, compensation, benefits, training and the use of facilities. AC&DS is committed to complying with all applicable laws related to equal employment opportunities and to ensure that there is no unlawful discrimination by any officer, director, or employee. AC&DS is committed to a work environment in which everyone is treated with respect, trust, honesty, fairness, and dignity.

Your Responsibilities:

- **Do not treat** any employee differently because of his or her race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law.
- **Promptly notify** the Compliance and Ethics Manager or your human resources representative of any violation of this policy, regardless of whether the offending person is a manager, supervisor or fellow employee.
- **Create** an atmosphere free of any suggestion of discrimination.
- **Do not** make or tolerate jokes, comments or remarks based on a person’s race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law.

B. Harassment

AC&DS does not tolerate harassment of its employees on the basis of race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, disability, genetic information, past, present, or future status in the Uniformed Services of the United States of America or any other status or characteristic that is protected by federal, state, or local law. Every employee of

AC&DS is entitled to be treated with respect and to be free from any conduct that is offensive, hostile or intimidating. Harassment violates an individual's fundamental rights and personal dignity.

AC&DS will not tolerate sexual advances, actions, comments or any other conduct that creates an intimidating or otherwise offensive work environment. Similarly, the use of racial and religious slurs, or any other conduct that breeds a hostile work environment, will not be tolerated. Complaints of harassment are investigated immediately and handled as confidentially as possible. Violations of this policy, including acts of retaliation against those who complain about such conduct (or against those who assist in an investigation arising from such complaints) will not be permitted and will result in disciplinary action, including possible discharge.

For more information regarding ADAMAS Construction & Development Services PLLC's Harassment Prohibition Policy, please see Appendix F of the Employee Handbook.

Your Responsibilities:

- **Never participate in or tolerate** harassment, whether verbal, visual or physical.
- **Report** all incidents of harassment immediately to your supervisor, the Compliance and Ethics Manager or your human resources representative.

C. Gifts and Entertainment

1. Bribery and Kickbacks

AC&DS employees are strictly prohibited from providing or receiving anything of value for the purpose of obtaining or rewarding favorable treatment in connection with a public sector prime contract or subcontract. The Anti-Kickback Act makes giving, attempting to give, accepting or attempting to accept a kickback illegal. A "kickback" is defined as any money, fee, commission, credit, gift, gratuity, thing of value or compensation of any kind, which is provided, directly or indirectly, to any prime contractor, prime contractor employee, subcontractor or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

"Favorable treatment" may include the following:

- (a) Receiving confidential information on competitor bids, such as prices, delivery schedules, or other non-public information ;
- (b) Obtaining placement on a bidder's list without meeting the requisite qualifications;
- (c) Obtaining the removal of a competitor who meets requisite qualifications from a list of eligible bidders;
- (d) Obtaining unwarranted waivers of delivery deadlines;
- (e) Obtaining unwarranted price increases;
- (f) Recovering improper expenses;

(g) Improperly obtaining the award of a subcontract or order under a subcontract; or

(h) Obtaining acceptance of substandard goods and services.

Because the Anti-Kickback Act imposes obligations on each employee to report reasonable suspicions of kickbacks and to implement internal procedures to detect kickbacks, employees who know of any violations of the Anti-Kickback Act or suspect that a violation has taken place or could take place, must immediately make a report.

Any employee caught participating in such activity will be promptly disciplined and may be terminated. Any employee who knows about, or reasonably should know about, any such activity and fails to report it to the Compliance and Ethics Manager will be disciplined.

2. Government Contracts and Government Personnel

All forms of gifts and entertainment to or from government personnel (Tribal, Federal, State, and local), including persons that may be acting for or on behalf of the government, are expressly prohibited. When AC&DS is a prime contractor, or engages subcontractors for any purpose related to a government contract, the prohibition on gratuities extends to AC&DS employees in their relationship with those subcontractors. Likewise, when AC&DS is a subcontractor to a prime contractor or higher-tier subcontractor, gratuities to the prime or higher-tier subcontractor from AC&DS employees are prohibited.

Prohibited gifts and gratuities can include minor items such as meals, tickets to sporting events, transportation, special discounts or any other item of value. Generally, there is an exemption for unsolicited items, other than money, having a market value of \$20 or less per gift, with an annual aggregate maximum for the Company of \$50. Examples may include modest refreshments such as soft drinks, coffee and donuts or a business-related lunch that does not exceed \$20. However, if a gift could be construed as an attempt to secure favorable treatment, it is prohibited regardless of its value. You may not, under any circumstances, give to government personnel something of value if the fair market value exceeds \$20 or if the aggregate value of all items given to that government employee would exceed \$50.

3. Non-Governmental Personnel

Business courtesies related to private (non-governmental) transactions may, at times, be permissible. But receiving or accepting gifts or entertainment in the business context remains a sensitive area and can be inappropriate, or even illegal, depending on the circumstances. For this reason, it is important that all employees be cautious about giving or receiving gifts and entertainment from non-governmental personnel (as stated above, the giving or receiving of gifts from government personnel, or from subcontractors involved in a government contract, is prohibited). Therefore, regardless of the circumstances, the following rules apply:

- No employee may participate in major entertainment functions involving travel (hunting trips, golf excursions, etc.) without prior approval from the Compliance and Ethics Manager.

- Entertainment functions and gatherings that do not involve travel are permitted so long as they are infrequent in nature and are not lavish or extravagant. While it is difficult to define “lavish or

extravagant” by means of a specific dollar amount, a common sense determination should be made consistent with marketplace practices.

- Tangible gifts may be permitted where the giving or acceptance of the gift is not illegal, is of nominal value, and is clearly appropriate under the circumstances. The giving or receiving of tangible gifts must be infrequent in nature and may not be lavish or extravagant. While it is difficult to define “lavish or extravagant” by means of a specific dollar amount, a common sense determination should be made consistent with marketplace practices.

- Money, in any form, is never given, offered, solicited, or accepted.

- The ethical rules and policies of the contractors, subcontractors and suppliers transacting business with AC&DS must be respected and obeyed by AC&DS employees.

- No gift or entertainment may be given or received if it is, or could reasonably be construed to be, intended to influence an employee's behavior.

Your Responsibilities:

- **Maintain** a level of unquestionable integrity in all relationships with clients, owners, subcontractors and suppliers.
- **Seek Authorization** from the Compliance and Ethics Manager for entertainment functions that involve travel.
- **Document** all ordinary and customary business expenses.
- **Report** all violations or suspected violations of this policy to the Compliance and Ethics Manager or your human resources representative.

D. Antitrust Policy

AC&DS is fully committed to compliance with the antitrust laws, which are designed to promote free and open competition in the marketplace. The antitrust laws are complex, but it is essential that every employee be generally aware of them and that all employees who are actively involved in the bidding process consult AC&DS’s attorneys when any situation arises which may raise antitrust concerns. Below is a general overview of the antitrust laws:

The Sherman Act is the primary federal antitrust statute. The Sherman Act prohibits any agreement among competitors to fix prices, rig bids, or engage in other anticompetitive activity. Violation of the Sherman Act is a felony punishable by a fine of up to \$100 million for corporations, and a fine of up to \$1 million or 10 years imprisonment (or both) for individuals and may subject the Company and/or the individual to suspension or debarment. In addition, collusion among competitors may constitute violations of the mail or wire fraud statute, the false statements statute, or other federal felony statutes. In addition to receiving a criminal sentence, a corporation or individual convicted of a Sherman Act violation may be ordered to make restitution to the victims for all overcharges. Victims of bid-rigging and price-fixing conspiracies also may seek civil recovery of up to three times the amount of damages

suffered. Most criminal antitrust prosecutions involve price fixing, bid rigging, or market division or allocation schemes.

1. Price-Fixing

Price-fixing is an agreement among competitors to raise, fix, or otherwise maintain the price at which their goods or services are sold. It is not necessary that the competitors agree to charge exactly the same price, or that every competitor in a given industry join the conspiracy. Price-fixing can take many forms, and any agreement that restricts price competition violates the law.

2. Bid-Rigging

Bid-rigging is the way that conspiring competitors effectively raise prices where purchasers - often Federal, State, or local governments - acquire goods or services by soliciting competing bids. Essentially, competitors agree in advance who will submit the winning bid on a contract being let through the competitive bidding process.

3. Market Division

Market division or allocation schemes are agreements in which competitors divide markets among themselves. In such schemes, competing firms allocate specific customers or types of customers, products, or territories among themselves. For example, one competitor will be allowed to sell to, or bid on contracts let by, certain customers or types of customers. In return, he or she will not sell to, or bid on contracts let by, customers allocated to the other competitors. In other schemes, competitors agree to sell only to customers in certain geographic areas and refuse to sell to, or quote intentionally high prices to, customers in geographic areas allocated to conspirator companies.

Any employee who violates antitrust laws will be terminated. Additionally, any employee who knows or reasonably should know that an antitrust violation has been, or will be, committed and fails to report it to the Compliance and Ethics Manager will be subject to discipline, which may include termination.

Your Responsibilities:

- **Never discuss** pricing strategy with competitors.
- **Never agree** with competitors to control levels of performance.
- **Never divide** customers or territories with a competitor.
- **Don't agree** to boycott suppliers or competitors.
- **Don't offer** a customer prices or terms more favorable than those offered to others unless justified by cost savings, the need to meet competition, a change in market conditions, or other legitimate business reasons.
- **Don't use** one product to coerce a customer into buying another product.
- **Remember** that the U.S. antitrust laws apply to overseas activities that affect U.S. commerce.

- **Report and consult** with AC&DS's attorneys regarding any concerns or questions in the areas of antitrust and anti-boycott laws.

E. Claims

All requests or demands for payment made on behalf of AC&DS pursuant to any contract or business agreement shall truthfully and accurately reflect the value of the goods or services provided. Under no circumstances may an employee make a false claim. Examples of false claims include billing extra time not spent working on a project, charging for materials not used in a project, or artificially inflating a claim in order to negotiate additional compensation from the customer. Any claims that are false, fraudulent or otherwise deceitful may subject the company, and/or the individual making the claim to civil liability up to 3 times the amount of the false claim for payment, criminal liability punishable by up to 5 years imprisonment, a fine, and restitution, and administrative liability through suspension or debarment. Accordingly, any employee who knowingly makes false claims shall be terminated. Additionally, any employee who knows, or reasonably should know, that another employee has submitted, or intends to submit, a false claim and fails to report it to the Compliance and Ethics Manager, will be subject to discipline, which may include termination.

Your Responsibilities

- **Never make any false claim or representation** to government personnel, whether in connection with a claim for payment or otherwise.
- **Always check** AC&DS records to ensure that invoices to be submitted for payment are consistent with labor and billing records.
- **Report** any discrepancies or irregularities in billing.

F. Statements & Certifications

All statements, representations, and certifications made on behalf of AC&DS, whether written or oral, shall be accurate, truthful, and timely. Under no circumstances may an employee make a false or misleading statement, representation, or certification. Any statements that are false, fictitious, or fraudulent or contain materially false, fictitious, or fraudulent statements or entries, may subject the Company, and/or the individual making the statement, to criminal liability punishable by up to 5 years imprisonment, a fine, and restitution, and administrative liability through suspension and debarment. In addition, if a false statement is used to get a claim paid, then the Company and/or the individual, may be subject to civil liability up to 3 times the amount claimed for payment.

Additionally, employees are routinely required to certify that they and the Company are in compliance with various contractual provisions and regulatory requirements. Examples of common certifications include certifications pertaining to environmental, safety, and health matters.

Employees must be aware of the requirements applicable to their jobs and ensure that all certifications are accurate and that there is neither a material omission of fact or materially misleading statements.

Your Responsibilities

- **Always Consult Underlying Documentation** to confirm that a statement or certification on behalf of AC&DS is accurate and current.
- **Regularly Update** AC&DS's ongoing certifications to ensure their accuracy.

G. Environmental Compliance

AC&DS is committed to full compliance with all Tribal, Federal, State and local environmental laws, standards, and guidelines. Not only is environmental compliance legally necessary, but it is also an important component of our obligation to the community and our good reputation. It is essential that each employee involved with regulated air emissions, water discharges, hazardous materials, or other regulated pollutants know and comply with all applicable environmental laws and guidelines. No one at AC&DS may participate in concealing an improper discharge, disposal, or storage of hazardous materials or other pollutants. Any person who has reason to believe that there may have been violations of any aspect of AC&DS's environmental policies, processes, and programs shall report immediately to the Company's Corporate Compliance and Ethics Manager. Moreover, in addition to compliance with all environmental laws and guidelines, AC&DS is also committed to utilizing energy and materials in a manner that will minimize the impact on the environment. AC&DS will also consider using recycled materials whenever feasible.

Your Responsibilities:

- **Avoid any discharges** of wastes, chemicals, or other materials that do not clearly comport with any permits or specific instructions associated with a work site.
- **Report** any environmental problems or irregularities to the Corporate Compliance and Ethics Manager.

H. Political Contributions

AC&DS employees must comply with all applicable laws governing political contributions. No funds or assets of the Company may be used to make political contributions. In addition, no direct or indirect pressure in any form may be directed to Company employees to make political contributions or participate in the support of any political party or organization, or the political candidacy of any individual. Contributions made by individuals to political organizations, candidates or causes shall be made only in the name of that individual. The Company will not reimburse, directly or indirectly, political contributions made by individuals.

Your Responsibilities:

- **Do not use** any Company funds for political contributions.
- **Report** any violations of this policy to the Compliance and Ethics Manager.

I. Payments to Foreign Officials

No funds or assets of the Company may be used to make political contributions to, and no facilities, materials or services of the Company may be provided to any political organization, candidate or public official in any foreign country. Likewise, making payments indirectly through an intermediary, under

circumstances indicating that such payments would be passed along for prohibited purposes, is prohibited. No AC&DS employee may offer, promise, authorize or make any payment of money or anything else of value to any foreign government official or employee for the purpose of influencing any official act or decision of that person or a foreign government or securing any improper advantage for the Company. This prohibition covers officials, employees and others working on behalf of any department, agency or instrumentality of any government, including any government-owned business enterprise or public international organization. Nominal payments (“facilitating payments”) to employees of a foreign government, whose duties are simply ministerial or clerical, may be permitted if they are necessary, follow an established, well-recognized practice in the area, are properly recorded and are for administrative actions to which the Company clearly is entitled. All proposed facilitating payments must be approved by Management. Any questions as to whether facilitating payments are appropriate should be directed to counsel.

Your Responsibilities:

- **Do not** make any payment which could be interpreted as a payment for favorable treatment or an “improper advantage.”
- **Remember** that payments made by agents or intermediaries will be attributed to the Company. 11
- **Consult** with the Compliance and Ethics Manager or AC&DS’s attorneys if there is any doubt concerning the legality of entertainment expenses or "facilitating" payments.

J. Immigration Law Policy

AC&DS is committed to meeting its obligations under U.S. immigration law. AC&DS does not discriminate on the basis of citizenship status or national origin in recruitment, hiring or discharge, but AC&DS neither hires nor continues to employ an individual who is not legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete Section 1 of the Employment Eligibility Verification Form I-9 no later than the close of business on his/her first day of work and present documentation establishing identity and employment eligibility no later than the close of business on his/her third day of work. An employee’s failure to produce required documentation is grounds for immediate separation from employment. Employment can be resumed only when the required documentation is furnished. AC&DS uses E-Verify to electronically verify the employment eligibility of rehires and newly hired employees.

Your Responsibilities:

- **You are responsible for** completing, and assisting AC&DS in completing, all documents necessary to ensure employment eligibility.
- **Do not hire or facilitate the hire** of a person who you know is not legally authorized to work in the United States.

- **Report** any violations of this policy to the Compliance and Ethics Manager.

K. Communications and Records

Employees are expected to be familiar with document retention obligations as well as the Company's recordkeeping and reporting procedures. Additionally, all Company and employee communications, correspondence, and records must be accurate, complete, and timely. The contents of any written communication must be legible and unambiguous. If, after making any communication, correspondence, or record, the employee discovers that s/he has made a mistake, then the employee must take all steps as may be reasonably necessary to correct such mistake. Any employee who knowingly makes a false or misleading communication, correspondence, or record will be disciplined and may be terminated.

L. Commitment to Small and Disadvantaged Business Programs

AC&DS is committed to full compliance with government sponsored opportunity programs and maximizing the opportunities of Small Businesses (SB), certified small disadvantaged business (SDB) concerns (including historically black colleges and universities (HBCU) and minority institutions (MI)), women-owned small business (WOSB) concerns, HUBZone small business (HUBZone SB), veteran-owned small businesses (VOSB) concerns, and service-disabled veteran-owned small business (SDVOSB) concerns. As such, AC&DS will not discriminate on the basis of race, color, national origin, sex, disability, or veteran status in the hiring of suppliers or subcontractors and will foster an environment in which everyone is treated with respect, trust, honesty, fairness, and dignity. Consistent with applicable regulations and contractual obligations, for each government-funded contract, AC&DS will make good faith efforts to maximize the participation of small or disadvantaged businesses in subcontracts and ensure that each is performing a commercially useful function. Small and disadvantaged businesses shall be deemed to be performing a commercially useful function if they are responsible for executing the work and carrying out their responsibilities by actually performing, managing, and supervising the work.

M. Drugs and Alcohol

AC&DS is firmly committed to providing its employees with a safe and productive work environment to the extent possible and promoting high standards of employee health. Accordingly, AC&DS expects all of its employees to report to work and be able to perform his or her duties productively and safely. Therefore, it is the policy of AC&DS to prohibit the use, sale, distribution, dispensation, manufacture, transportation, or possession of alcohol (except at company-approved functions) controlled substances including illegal and illicit drugs, designer drugs, look-alike drugs, and/or drug related paraphernalia. Working under the influence of, or impaired by any of the aforementioned items is strictly prohibited. Anyone determined to be in violation of this policy is subject to immediate termination.

For more information regarding ADAMAS Construction & Development Services PLLC's Drug Free Workplace Program policy, please see Appendix G of the Employee Handbook.

N. Safety & Health

AC&DS considers employee safety and health one of its highest priorities. Many of the job activities, products, and materials handled by our employees require strict adherence to safety procedures, rules and regulations. Each employee must be aware of the Company's safety program that incorporates all of the

applicable health and safety regulations and guidelines and follow all applicable procedures. Also, supervisors are responsible for ensuring that all reasonable safeguards and precautions are taken in the workplace including ensuring compliance with the AC&DS's Safety and Loss Control procedures and guidelines, promoting safe work practices, and the use of personal protective equipment. If any employee has any safety related concerns, he or she should report these concerns to the attention of Management.

O. Conflicts of Interest

Employees must avoid situations in which their personal interests could conflict with, or even appear to conflict with, the interests of the Company. Conflicts of interest arise when an individual's position or responsibilities with the Company present an opportunity for personal gain of profit separate and apart from that individual's earnings from the Company or where the employee's interests are otherwise inconsistent with the interests of the Company. As a general matter, if you think that any situation may be a potential conflict of interest, you should consult with the Compliance and Ethics Manager. However, the following situations have a great potential for conflicts of interest:

1. Outside Employment

As a matter of company policy, employees may pursue outside employment opportunities. However, such opportunities must not interfere with the employee's job responsibilities with the Company. Any outside employment that interferes with the employee's job responsibilities or conscientious performance of his or her duties is deemed to be a conflict of interest and is not permitted. Likewise, an employee's participation in civic, charitable, or professional organizations or activities that interferes with the employee's job responsibilities or conscientious performance of his or her job is deemed to be an impermissible conflict of interest. Additionally, employees may not use company time or resources to further non-company business. Employees also may not use the Company's name to lend weight or prestige to an outside activity without prior approval from authorized management. Prior to engaging in any outside employment activity or participating in any civic, charitable, or professional organization or activity that may give rise to an actual or potential conflict of interest; the employee must consult with the Compliance and Ethics Manager and obtain express written approval.

2. Personal Financial Interests

Employees should avoid personal financial interests that might be in conflict with the interests of the Company. Such interests may include, but are not limited to, the following: obtaining a financial or other beneficial interest in a supplier, customer, or competitor of the Company; directly or indirectly having a personal financial interest in any business transaction that may be adverse to the Company; acquiring real estate or other property that the employee knows, or reasonably should know, that is of interest to the Company. Such personal financial interests include those interests of not only the individual employee, but also those of the employee's spouse, children, parents, grandparents, siblings and family in-law. If the employee knows, or reasonably should know, that a personal financial interest may be in conflict with the interests with the Company, the employee must first consult with the Compliance and Ethics Manager and obtain express written approval.

P. "Off-Limits Information"

The Procurement Integrity Act (“PIA”) prohibits the unauthorized disclosure and receipt of protected information, including contractor bid and proposal information and government source selection information. To ensure that competitive procurements are free from favoritism or unauthorized competitive advantages, during a competitive procurement process, certain information may not be requested or obtained by ADAMAS Construction & Development Services PLLC, unless the information is released to all competitors. Therefore, it is important for ADAMAS Construction & Development Services PLLC personnel to be alert when offered information that is marked in any of the following ways:

- **Source Selection or Procurement Integrity Sensitive**
- **Bid or Proposal Information**
- **Company Proprietary or Trade Secrets**
- **For Official Use Only (FOUO)**
- **Not Releasable Under the Freedom of Information Act**
- **Draft – Not For Release Outside of the Government**

A brief summary of some of the above types of information is discussed below.

- “Source Selection Information” is information that is prepared by or for use by a federal agency (and sometimes state or local agencies pursuant to statutes modeled after the PIA) for the purpose of evaluating a bid or proposal to enter into a government agency procurement contract, if that information has not been previously made available to the public or disclosed publicly. This includes:
 - a) Bid prices submitted in response to a federal agency invitation for bids or lists of those bid prices before bid opening;
 - b) Proposed costs or prices submitted in response to a federal agency solicitation or lists of those proposed costs or prices;
 - c) Source selection plans;
 - d) Technical evaluation plans;
 - e) Technical evaluations of proposals;
 - f) Cost or price evaluations of proposals;
 - g) Competitive range determinations that identify proposals that have a reasonable chance of being selected for award of a contract;
 - h) Rankings of bids, proposals or competitors; and
 - i) Reports and evaluations of source selection panels, boards or advisory councils;
- “Bid or Proposal Information” refers to information submitted to a government agency as part of or in connection with a bid or proposal to enter into a government agency procurement contract, if that information previously has not been made available to the public or disclosed publicly. This includes:

- a) Cost or pricing data;
- b) Indirect costs and direct labor rates;
- c) Proprietary information about manufacturing processes, operations or techniques marked by the contractor in accordance with applicable law or regulation;
- d) Information marked by the contractor as “contractor bid or proposal information” in accordance with applicable law or regulation; and
- e) Information marked in accordance with FAR 52.215-12, “Restriction on Disclosure and Use of Data”.

ADAMAS Construction & Development Services PLLC employees should never knowingly solicit or obtain source selection or contractor bid or proposal information. ADAMAS Construction & Development Services PLLC personnel cannot assume that ADAMAS Construction & Development Services PLLC is permitted to receive all information it is offered and must always take steps to ensure that ADAMAS Construction & Development Services PLLC is authorized to receive information provided by government employees or third parties, including consultants. If you receive any of the types of information discussed above in this Section, even if the information is not marked with a restrictive legend or if you receive other information that you are not sure you or AC&DS should have, contact the Compliance and Ethics Manager or the President immediately before reviewing the information or sharing it with any other employees or third parties. Please also be aware that information available publicly, such as on a competitor’s website, does not fall into these protected categories.

Q. Employment Discussions With Government Personnel

Numerous laws restrict the timing and nature of employment discussions between government personnel and contractors. Government personnel cannot hold employment discussions with a company over whom the government personnel have oversight or other responsibility until they notify the government’s designated ethics official and obtain permission from their supervisor to proceed with employment discussions. The government broadly defines employment discussions to include activities as limited as exchanging a resume. It is not necessary that salary or other employment terms be discussed to trigger the onset of employment discussions. This prohibition on employment discussions cannot be circumvented by the use of hints, subtlety or ambiguity, the use of hypotheticals, or by communicating an offer “after hours”, or in a social setting.

A AC&DS employee must never under any circumstances discuss the possibility of employment by AC&DS or any other business proposal unrelated to an existing or proposed government contract with a government employee without first obtaining approval from the Compliance and Ethics Manager and the President.

R. Restrictions on Former Government Personnel

There are numerous post-employment or “revolving door” restrictions on the types of activities that former government personnel can perform in the private sector. The laws and regulations impose one-year, two-year, or life-long bans prohibiting current and former government employees from performing certain activities on behalf of a contractor. The restrictions may include, for example, barring the

individual from working for some companies for one year, from working on certain contracts and from representing certain companies to the government with respect to particular matters. The restrictions are imposed based upon the individual's responsibilities and, in some cases, grade level, while employed with the government. The determination of which restrictions apply to each current and former government employee is complex and usually requires a legal analysis.

To ensure that a current or former government employee can be hired by AC&DS and will be allowed to perform the tasks necessary to their position, approval for employment discussions with current or former government employees must be obtained from the Compliance and Ethics Manager and the President.

S. Trading in Securities of Certain Companies

Federal securities laws prohibit (a) the purchase or sale of a public company's securities while aware of material nonpublic information and (b) the disclosure of a company's material nonpublic information to others who then trade in that company's securities. Insider trading violations are subject to severe sanctions. The regulatory authorities concentrate their efforts on the individuals who trade, or who tip inside information to others who trade, but the federal securities laws also impose potential liability on companies and other "controlling persons" if they fail to take reasonable steps to prevent insider trading by company personnel.

No director, officer or other employee of the Company may, directly or through family members or other persons or entities, (i) buy or sell securities of any company listed on Exhibit A-1 attached hereto (each, a "Restricted Company"), or engage in any other action to take personal advantage of material nonpublic information of a Restricted Company, or (ii) pass material nonpublic information with respect to a Restricted Company on to others outside the Company, including family and friends, or recommend to anyone the purchase or sale of a Restricted Company's securities. In addition, it is the policy of the Company that no director, officer or other employee of the Company may trade in the securities of any other company with which the Company does business while in possession of material nonpublic information about that company obtained in the course of employment with the Company.

The penalties for noncompliance are severe:

Traders and Tippees. Company personnel (or their tippees) who trade on inside information are subject to the following penalties:

- A civil penalty of up to three times the profit gained or loss avoided;
- A criminal fine of up to \$1,000,000 (no matter how small the profit); and
- A jail term of up to ten years.

An employee who tips information to a person who then trades is subject to the same penalties as the tippee, even if the employee did not trade and did not profit from the tippee's trading.

Company-Imposed Sanctions. An employee's failure to comply with the Company's trading policy may subject the employee to Company-imposed sanctions.

The policies set forth in this subsection S (the "Insider Trading Policy") also apply to family members of Company personnel who reside with them, anyone else who lives in the household of Company

personnel, and any family members who do not live in the household of Company personnel but whose transactions in securities of a Restricted Company are directed by Company personnel or are subject to the influence or control (such as parents or children who consult with them before trading in a Restricted Company's securities). Company personnel are responsible for the transactions of these other persons and therefore should make them aware of the need to confer with Company personnel before they trade in securities of a Restricted Company.

The Insider Trading Policy applies to transactions in a Restricted Company's securities even after termination of employment. If a former director, officer or other employee of the Company is in possession of material nonpublic information concerning a Restricted Company when the directorship or employment terminates, the former director, officer or employee should not trade in such Restricted Company's securities until that information has become public or is no longer material.

Any person who has a question about the Insider Trading Policy or its application to any proposed transaction may obtain additional guidance from the Compliance and Ethics Manager. Ultimately, however, the responsibility for adhering to the Insider Trading Policy and avoiding unlawful transactions rests with the individual employee.

Your Responsibilities:

- **Do not trade** in any Restricted Company securities while in possession of material nonpublic information about any such Restricted Company.
- **Do not disclose** material nonpublic information with respect to any Restricted Company to others.
- **Report** any violations of this policy to the Compliance and Ethics Manager.

IV. Obligation to Report Violations and Cooperation

Each employee must promptly report any known or suspected violation of this Code of Conduct and all other unlawful or unethical conduct to the Compliance and Ethics Manager. Employees are obligated to report such known or suspected conduct without regard to the identity or position of the suspected offender. Any report made under this section will be strictly confidential and under no circumstances will any employee who makes a report be subject to any acts of retribution or retaliation or disciplinary action. Employees must report concerns and can do so by any of the following means:

PRIMARY CONTACT:

Compliance and Ethics Manger – Michelle Pierce

1-406-697-2332

Additional contacts:

Owner Manager – Nathan Pierce

1-406-697-3022

In addition, incidents may be reported through the Company's email at apropertiesmt@gmail.com. ALL REPORTS MAY BE MADE ANONYMOUSLY.

Additionally, all employees must fully cooperate in any investigation of a suspected violation of this Code and fully cooperate with any request by the Corporate Compliance and Ethics Manager. Any employee found to have violated this Code or engaged in other unlawful or unethical behavior shall be subject to disciplinary action, up to and including termination. Any employee who fails to report known or suspected violations of this Code or other unlawful or unethical behavior shall be subject to appropriate disciplinary action.

V. Consequences for Violations

Any violation of this Code is cause for disciplinary action that may result in any of the following consequences:

- Reprimand.
- Loss of compensation, seniority, or promotional opportunities.
- Reduction in pay.
- Demotion.
- Suspension with or without pay.
- Discharge.

Exhibit A-1

Restricted Companies

ACKNOWLEDGMENT

I acknowledge that I have received, reviewed and understand AC&DS's Code of Conduct. I agree to comply strictly with the Code and understand that I will be subject to disciplinary action up to and including termination if I violate the Code. By signing below, I understand that I have an affirmative obligation to report actual or suspected violations this Code or of law or regulation.

I also understand that this Code does not constitute any contract of employment and that, notwithstanding any other written or verbal representations to the contrary (with the sole exception of a written employment contract signed by the President of the Company and the Employee), all employees of ADAMAS Construction & Development Services PLLC are employed on an at-will basis, and both the employee and the Company retain the right to terminate this at-will relationship at any time.

_____ (Signature)

_____ (Print Name)

_____ (Date)

Compatibility Statement

Company Data

Company Name:	ADAMAS Construction and Development Services PLLC
Principles:	Michelle Pierce , Member Manager
Contract Officer:	Waymon C Mitchell 406-592-3618
Ownership Status:	Woman Owned, Veteran Owned
FIN/EIN	81-3752171
License/Registrations:	General Construction Contractors, Real Estate Brokers/Agents
DUNS Number:	080543658
Cage Code:	7T1T3

Our Staff and Sub-contractors include but are not limited to;

- ◆ Engineers,
- ◆ licensed Real Estate Brokers and Agents
- ◆ Licensed General Contractors
- ◆ Independent Contractors
- ◆ Construction Managers
- ◆ Electricians
- ◆ Roofing Contractor
- ◆ Drywall Installation Contractors
- ◆ Heavy and light equipment operators
- ◆ Skilled Tradesman
- ◆ Business Professionals

With extensive experience in each of their respective trades, to ensure success for every contract we are awarded.



ADAMAS Construction and Development Services PLLC, Is a Woman and Veteran owned small Business, that is dedicated to the highest level of service.



Our Core Capabilities include all aspects of General Construction Contracting, Construction Management, Contract Execution, Excavation, Road Building, Sewer System design build, Sewer and Water Systems Consulting, Land Use planning, Property Maintenance, Tractor services, and Real Estate Brokerage Services.



ADAMAS CONSTRUCTION & DEVELOPMENT SERVICES PLLC
Building the Future with the Environment in mind..



Phone: 406-697-3022
E-mail: ADAMAS.MT.406@gmail.com

16550 Cottontail Trail
Shepherd, MT, 59079



North American Industry Classification System (NAICS)

CODE	DESCRIPTION
236220	Commercial & Institutional Building (Primary)
236210	Industrial Building Construction
237110	Water and Sewer Line and Related Structures Construction
237210	Land Subdivision
237310	Highway, Street, and Bridge Construction
238110	Poured Concrete Foundation & Structure
238130	Framing Contractors
238140	Masonry Contractors
238150	Glass and Glazing Contractors
238160	Roofing Contractors
238170	Siding Contractors

CODE	DESCRIPTION
238210	Electrical Contractor
238220	Plumbing, Heating & Air Conditioning
238310	Drywall and Insulation Contractors
238330	Flooring Contractors
238350	Finish Carpentry Contractors
238390	Other Building Finishing
238910	Site Preparation Contractors
238990	All Other Specialty Trade Contractors
531210	Office of Real Estate Agents & Brokers
561730	Landscaping Services
562910	Remediation Services



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